

Job Description - Finz Carpentry Ltd

Position Title:	Leading Hand
Place of Work:	Cambridge, Waipa
Report to:	Managing Director - Directly
Direct and Indirect Reports:	Apprentice Carpenter/s
Delegated Authorities:	Makes decisions as delegated by Managing Director



Company Profile

Finz Carpentry Ltd is a construction company specialising in high-end residential, outdoor spaces and renovation work. We pride ourselves on high quality work and high standards of professionalism in all aspects of the job.

Attention to detail and a strong work ethic is paramount to our business.

Role Purpose and Scope

Working alongside our Managing Director who is on the tools 2-3 days per week; the role of the Leading Hand is to ensure the safe and efficient management of building sites and that building work is carried out as specified in the plans.

Leading Hand is also responsible for ensuring that relationships with clients and architects are developed and maintained in a professional manner and that staff and sub-contractors are appropriately managed or supervised as required.

The Leading Hand shall be required to do hands-on building work.

Key Tasks and Performance Indicators

Tasks	Expected results/performance indicators
Tools, Materials and Resources <ul style="list-style-type: none">• Inform the Managing Director of staffing requirements and timeframes.• Manage tools and ensure they are safe to use and fit for use i.e. sharp. Report any damaged equipment to the Managing Director straight away and relay tools needed.• Relay any specific requirements to the Office Team.• Maintain Plans and Variations in an orderly fashion/relay to office when necessary.• Ensure progress exceeds or matches given time frames i.e. ensure schedule is met.• Work in an efficient manner to save time.	<ul style="list-style-type: none">• The Managing Director to be kept informed of subtrade and staffing requirements.• All work is started and completed on time or ahead of time.• All workers have the appropriate tools to complete the job and all tools are fit for use and are well maintained.• Plans and Variations maintained correctly.• Work is carried out efficiently and according to schedule.
Health and Safety <ul style="list-style-type: none">• Ensure the site is safe and clean and meets Site Safety requirements as well as looks presentable from the road.• Ensure Hazards have been clearly identified, eliminated, minimised or isolated and the Hazard Register is updated for each new job.• Enter accidents and incidents are entered into the appropriate Health and Safety	<ul style="list-style-type: none">• Work/contract requirements are met

<p>documentation</p> <ul style="list-style-type: none"> • Act as the person in control of the place of work when appropriate • Ensure all subcontractors and visitors onto work sites have read and signed the appropriate Health and Safety registers • Use and ensure correct use of personal protective clothing and equipment • Attend Toolbox Meetings and contribute to Health and Safety discussions • Participate in the required Health and Safety induction and training processes 	
<ul style="list-style-type: none"> • Become familiar with and practice Finz Carpentry construction building methods 	<ul style="list-style-type: none"> • Finz Carpentry methods are practiced at all times
<p>Staff Supervision</p> <ul style="list-style-type: none"> • Supervise staff on site ensuring that all building work carried out by staff or subcontractors is of a high standard. • Report any staffing issues to the Managing Director, including substandard work, quality issues, attendance problems or other performance/discipline problems. • Ensure that trainees and labourers are taught correct work practices. • Ensure that staff are competent in the use of tools before using them. • Allocate daily jobs to the best suited person. 	<ul style="list-style-type: none"> • Staff are supervised appropriately. • Any problems which management needs to address are passed on straight away • No justified complaints are received from employees about the way in which they are managed
<p>Company Vehicles</p> <ul style="list-style-type: none"> • Ensure vehicles are clean and tidy (inside and out), parked safely and locked when not in use. • Ensure vehicles have current WOF and registration. • Inform Operations Manager of any issues with maintenance of vehicles including WOF and registration. 	<ul style="list-style-type: none"> • All vehicle maintenance requirements are met and the Operations Manager is kept informed as required.
<p>Other</p> <ul style="list-style-type: none"> • Complete any administration requirements e.g. timesheets. • Ensure Company Policies are upheld. • Any other reasonable tasks or responsibilities that may be required by Finz Carpentry Ltd from time to time. 	<ul style="list-style-type: none"> • Administrative requirements are completed in a timely fashion. • Other tasks or responsibilities are carried out to required standards and timeframes.

Education, Experience, Skills and Knowledge required

Initials of parties/.....



Training, Skills and Knowledge

- Experience with supervising staff would be an advantage
- Trade qualifications in carpentry and building or equivalent experience
- Licensed Building Practitioner (Carpentry) is obtained and maintained
- Current First Aid Certificate
- Current Valid Driver's Licence, free of endorsements
- Experience or aptitude to carry out administrative responsibilities
- Experience in interpreting and understanding plans and variations
- Ability to work at heights
- Knowledge of installation techniques for standard construction products

Personal qualities

- Honest and reliable
- Good attendance record, punctuality and attention to detail
- An ability to handle information and to follow both written and verbal instruction
- Clear communication skills and the ability to work with a variety of people from different backgrounds.
- Good customer service skills with a courteous and polite manner
- A good phone manner and sufficient level of English to hold technical discussions over the phone.
- Flexible approach, willingness to take on additional responsibilities as appropriate
- Ability to set priorities and deal with a busy workload
- Good team player
- Adaptable and flexible
- Capable and enthusiastic

Hours of Work

- Must be on site at 7:20am, ready to begin work at 7:30am
- Hours of work Monday to Thursday - 7:30am - 5:00pm
- Hours of work on Friday - 7:30am - 4.00 pm

Special Role Requirements

- Must be able to lift 40kg above head height
- Must maintain privacy of company and customer data.
- Must wear correct Finz Carpentry Ltd uniform, boots and protective equipment
- Must maintain a tidy, presentable appearance
- Ensure hair is tidy and safe, and that there is no loose clothing
- Must provide and maintain a full set of hand and power tools
- When work is carried out on school sites the employee must not have any convictions for offences against children and must ensure use of appropriate language (i.e. no swearing) and play appropriate music at all times.

Date prepared:

23/01/2023

Signed by:

Finz Carpentry Ltd

Matthew Findlay

Initials of parties/.....