



## POSITION DESCRIPTION

### Position Information

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Position: **Frame & Truss Fabricator**  
Incumbent: **TBC**  
Division/Location: **Frame and Truss Factory 7/750 Lower Queen Street Richmond**  
Reports to: **Work Station Team Leader & Frame and Truss Factory Foreman**  
Date: **March 2020**

### Purpose

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To work within a dynamic team receiving various Frame & Truss components and assembling them into identified completed projects ready for delivery to building sites.

The highest standard and quality of work is expected, to at least meet or exceed end user / customer expectations.

Key requirements for success in this role are to demonstrate:

- An ability to receive instructions and carry out identified tasks in a professional manner; A willingness and focus to improve through Learning and Development, and;
- Deliver on the Building Connexion Ltd (ITM) Strategy of **Buy Well/ Operate Well / Sell Well**

### Organisational Chart

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Your immediate Manager: **Factory Foreman**

Other positions reporting to that person: **Production staff**

Positions reporting to the incumbent: **Direct: Nil      Indirect: One**

**Key Accountabilities**

Key Responsibility	This is achieved by doing the following
Positive Culture	<p>Demonstrate and contribute to a positive culture with the wider team</p> <p>If concerns or issues arise raise these issues with your immediate Manager</p> <p>Positive attitude in all matters</p> <p>Demonstrate teamwork</p> <p>Show a willingness to learn and seek improvement</p> <p>Excellent communication</p> <p>Great listener</p> <p>Demonstrate continuous ability to follow instructions</p> <p>Attention to detail</p> <p>Strive for excellence</p> <p>Great time-management skills</p>
<p>Customer Service:</p> <p>Contribute to Customer <i>Trade Centricity</i> by constructing and manufacturing Frame and Truss components to the required standard</p>	<p>Contribute to the Company's objective of Delivery in Full, On Time with all required components and fittings specific for the job</p> <p>Effective communication with Direct Reports</p> <p>Complete allocated jobs as per detailed files supplied</p> <p>Produce accurate Frame and Truss components from working drawings for factory production.</p>
Factory Operations	<p>Engage where required with factory maintenance including completing maintenance checks</p> <p>Actively report any faults or equipment failures</p> <p>Assist with other factory duties where required and only where it's reasonably within your capabilities, after suitable training has been delivered with approved induction programme</p> <p>Seek assistance from other workers where required</p>
Training	<p>Attend company allocated training courses as directed</p> <p>Embrace your Learning &amp; Development Plan and opportunities to develop</p>
<p>Health and Safety</p> <p>"Aim for zero harm"</p>	<p>Work within company guidelines policies and procedures, following work instructions and directions by your employer.</p> <p>Take all practicable steps to ensure that in the performance of your duties you do not undermine your own health and safety or the health and safety of any other persons.</p> <p>Report to your Manager or Health &amp; Safety Representative any areas of concern</p> <p>Ensure all hazards are identified and incidents are reported in a timely manner, regardless of other persons involved or severity of the incident</p> <p>Always evaluate the task allocated can be done safely before carrying out task</p> <p>Only carry out tasks and instructions if you have been trained appropriately and have recorded that you are competent to do so.</p>
General	<p>Contribute to the smooth running of the Frame and Truss site.</p> <p>Other duties as sometimes requested by your Manager</p>

## Skills and Knowledge

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### Essential

Knowledge of Building Industry  
A good level of building skills competency  
Ability to read and measure accordingly  
Excellent Team Culture Skills  
Willingness To learn  
Good Time management Skills

### Desirable

Factory Assembly  
Building Industry Knowledge.

## Experience

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### Essential

Good written and oral communications skills.  
Demonstrated problem solving and decision making skills and sound initiative.  
Ability to work unsupervised.

### Desirable

Previous Frame and Truss Fabrication  
Knowledge of using power tools  
The ability to build and maintain successful working relationships with internal and external customers.

## Key Competencies

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An excellent work ethic  
Absolute Team Culture – no blame attitude  
A “can-do” attitude, with flexibility to take tasks as required.  
Can work to deadlines and deliver on Team Success  
Attention to detail

## Technical/Professional Qualifications

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NZCEA – NZ Unit Standards  
Building trade experience an advantage

## Working Relationships

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### Internal

- Pre-cut Manager
- Operations Manager
- Logistics Coordinator
- Admin Assistant
- H&S Rep
- Factory Staff
- Detailing Team

### External

- Delivery Drivers