

QUEENSTOWN PLUMBING LTD JOB DESCRIPTION PLUMBER/GASFITTER/DRAINLAYER

OVERVIEW: -

We are excited about providing the highest quality service in all our plumbing, drainlaying, and gas projects from maintenance work through to construction. We aim to employ only highly motivated team members where the overall quality and pride in our work are the key factors to providing this service.

POSITION OVERVIEW: -

Position title: Plumber/Gasfitter/Drainlayer

Reporting relationships: Director/Owners – Brad and Charlotte Winkel

Liaise with: Office staff, other team members, suppliers and clients.

Expected hours of work: 7.30am - 5pm. However, the nature of this position may require time outside of standard hours

Expected remuneration: Negotiable, dependent upon demonstrated ability and previous experience.

ROLE: -

To be able to undertake any plumbing/gasfitting/drainlaying work assigned by the Director and/or Project Manager in a positive efficient and productive manner with pride, excellent workmanship and quality.

RESPONSIBILITIES: -

1. Turn up to work at the correct time.
2. Be well presented in regard to clothing and personal grooming at all times and wear the allocated Queenstown Plumbing Ltd attire as directed.
3. Be polite, courteous and friendly at all times and refrain from bad language and excessive noise from such things as vehicles and radios.
4. Observe instructions/direction for job allocations and requirements, be clear on the specific details and carry out duties in a professional tradesman like manner. Strive towards producing the highest quality work.
5. Communicate clearly with all customers in terms of job commencement, work-in-progress matters and job completion at all times. Also communicate clearly with colleagues and management on all relevant matters.
6. Communicate clearly with suppliers in terms of allocating material or subcontractor purchases and credits to the correct job and other relevant matters
7. Carry out all work as instructed by management in the expected time frame.
8. Have your own basic kit of tools and work towards acquiring more tools as appropriate.
9. Ensure that your tools and those belonging to Queenstown Plumbing Ltd are kept maintained and in good working order so that you can produce quality work. This includes all machinery.
10. Keep your van clean and tidy, check oil and water weekly and replenish if needed.
11. Communicate clearly with office staff regarding vehicle issues, this includes WOF, road user charges, registration/tax, maintenance, tire tread, damage and accidents
12. If any tools or equipment are broken notify management immediately so that it can be fixed promptly.
13. Make sure that your site is safe at all times, (according to OSH regulations and Queenstown Plumbing Ltd Health and Safety Policies).
14. It is expected that you will abide by the Core Values and Company Policies of Queenstown Plumbing Ltd
15. Have fun, enjoy and be proud of what you achieve in your working day.

16. If needing to return to a job at another time, liaise with client and management
17. Upon completion of all jobs leave the site/property in a very clean and tidy manner.
18. Communication is paramount, do not hesitate to report any concerns immediately.
19. All leave requests must be submitted at the earliest opportunity in writing to management. You can obtain a leave request form from office staff
20. If you are sick, contact management with a phone call before the start of your working day, or at the very earliest opportunity
21. You are encouraged to participate in team meetings and contribute to the overall team spirit. Your input, ideas and openness is encouraged and valued.
22. Be willing to share expertise with other staff members, especially apprentices.
23. Ensure quality control measures are carried out on jobs that are your responsibility.
24. Use the Fergus job management app accurately and timely

KEY PERFORMANCE INDICATORS: -

1. Complete all time on jobs in Fergus, with the correct job number and accurately taking account of materials that need to be ordered.
2. All credits are accounted for and photo of packing slip is entered into 'Merchant Documents' under the correct job number.
3. Be punctual at all times when arriving at work and on client jobs. You will provide a high level of customer service at all times.
4. Client satisfaction will be assessed through feedback from clients.
5. All and any accidents or near misses reported to your manager immediately.
6. All broken/damaged equipment is reported immediately to your manager.
7. Clear all rubbish from jobs and dispose of correctly. Cardboard flattened into the cardboard bin and recycling done where possible at all times.
8. All work carried out in the expected timeframe
9. Inform office if needing to return to a job so it can be rescheduled.
10. Keep work vehicle clean and in working order.

FUTURE POSSIBILITIES AND CAREER DEVELOPMENT

PERSONAL DEVELOPMENT AND TRAINING: -

Up skilling courses as required i.e. health and safety, product specific, and trade related courses. Contact management for guidance and discussion in these areas.

CAREER DEVELOPMENT: -

The aim for Queenstown Plumbing Ltd will be to help you develop in any necessary areas to allow you the ultimate job satisfaction.

PERSONAL ATTRIBUTES AND QUALIFICATIONS: -

Essential

- Extremely ambitious with the drive and commitment to succeed.
- Passionate and committed to contributing to excellence in the business.
- Highly motivated and focused.
- Is able to please customers by exceeding expectations.
- Attention to detail.
- Naturally shows initiative and is solution focused.
- Well-presented and articulate.
- New Zealand Licensed Plumber/Gasfitter/Drainlayer (With the Plumbers, Gasfitters and Drainlayers Board of NZ)
- No criminal convictions.
- Current Drivers Licence.
- A team player.
- Be able to follow systems and processes to ensure the highest quality of work on time.