



VistaOutLook

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security*

Vista Outlook P/L
t/as Colorcote Fence and Gate Supplies

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|--------------|------------------------|
| Job Title: | Fencing Sub-contractor |
| Shift: | |
| Location: | Southern Tasmania |
| Division: | Fencing |
| Approved By: | Manager |

Summary

Installation of fences and balustrades to customer's premises.

Essential Duties and Responsibilities

include the following. Other duties may be assigned.

Plans work schedules for construction and maintenance fencing projects to meet with the requirements of the customer and the Principle contractor.

Directs and coordinates activities of workers engaged in performing fencing / landscaping functions in contractual agreement.

Coordinates his work activities with various departments to enable the timely completion of the contracts assigned.

Lays out reference points for installation of fencing, gates and functional components prior to the commencement of the installation in accordance with the plans provided by the principle.

Inspects construction sites and installations to ensure service deadlines are being met.

Installs, oversees or assists in installation of fencing, gates or balustrades as per each contract

to the standard as agreed by the principle and the customer.

Completes each job to a satisfactory standard in the required time frame.

Leaves each completed job neat and tidy. Remove any refuse left over from the job unless prior arrangements have been made with the Principle or the customer.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The sub-contractor must regularly lift and /or move Up to 50 kilograms.

Specific vision abilities required by this job include Close vision, Distance vision, Color vision and Depth perception.

Competency

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical: Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures

Design: Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics

Customer Service: Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings

Written Communication: Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information

Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to

others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed

Visionary Leadership: Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates

Change Management: Develops workable implementation plans; Communicates changes effectively; Prepares and supports those affected by change; Monitors transition and evaluates results

Leadership: Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others

Managing People: Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.

Quality Management: Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness

Business Acumen: Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals

Cost Consciousness: Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources

Diversity: Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce

Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and principles; Upholds organizational values

Organizational Support: Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity

Strategic Thinking: Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions

Judgement: Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions

Motivation: Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments

Quality: Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Quantity: Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly

Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly

Adaptability: Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events

Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time

Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed

Innovation: Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and

geometry.

Reasoning Ability

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the contractor is usually exposed to Outdoor weather conditions.

Comments