

SKILL APPRAISAL - QUESTIONNAIRE

The following questionnaire is to determine skills, attributes, qualifications and tools so that tradesman may be allocated to the appropriate roles.

PLEASE ANSWER ALL QUESTIONS HONESTLY.

IMPORTANT TO NOTE - CDC DOES NOT REQUIRE YOU TO TICK ALL THE BOXES TO BE CONSIDERED FOR EMPLOYMENT.

Your answers are for information purposes only, as anything listed below might be obtained throughout the course of employment with CDC.

Appraisal Questions

Is your experience mainly residential, commercial, or both? Please provide comments below.

From the list below, please tick if you have sufficient experience or confidence in any of following:

<input checked="" type="checkbox"/>	Skills/Experience	Comments (optional)
<input type="checkbox"/>	Demolition	
<input type="checkbox"/>	Commercial fit out	
<input type="checkbox"/>	Residential fit out	
<input type="checkbox"/>	Fabrication of wood sections and components using woodworking and metalworking equipment.	
<input type="checkbox"/>	Building and overseeing the installation of supporting and safety framework e.g. support poles.	

☑	Skills/Experience	Comments (optional)
☐	Utilising power drills in creating bolt holes on concrete walls, timber or other wood stock.	
☐	Assembling and joining wood parts using screws, nails or bolts to construct the framework of a structure.	
☐	Erecting construction forms and temporary structures such as scaffolds, hoists, and framework.	
☐	Studying and reviewing construction drawings to determine work requirements and specifications.	
☐	Cutting/sawing timbers, boards and plywood to desired sizes using power-saws, handsaws, etc.	
☐	Using measuring tapes, rules and squares to measure materials and distances to lay out construction work.	
☐	Installing building fixtures including doors, windows, floor and wall boards.	
☐	Directing and supervising construction personnel to ensure compliance with set objectives.	
☐	Maintaining proper records of operational and environmental information.	
☐	Verifying the horizontal and vertical elevation of wooden structure using plumb line and level.	
☐	Bracing and anchoring wood structures using anchor rods, steel cables and wedges.	
☐	Use scribes and pencils to indicate reference points for cutting.	
☐	Understanding of typical Work Health & Safety standards and protocols for a construction site	
☐	Adhering to all WHS regulations and procedures when carrying out construction operations.	
☐	Lifting, handling and positioning materials and equipment and pushing/pulling trolleys with materials.	
☐	Using basic maths skills in performing works as required.	
☐	Measuring and marking out.	
☐	Carrying various materials – metal/timber studs typically less than 5 kg but these may at times be heavier.	

☑	Skills/Experience	Comments (optional)
☐	Cutting material to size on site using tin snips and/or various hand and power tools.	
☐	Using impact gun.	
☐	Positioning metal framing/studs.	
☐	Measuring and checking of levels.	
☐	Lowering and positioning of flooring boards.	
☐	Use of cordless drills and various power tools.	
☐	Working from scissor lifts, ladders and work platforms (only with a valid Working at Heights certificate).	
☐	Measuring and setting/marking out site using pegs, string line, marking pins or marking paint.	
☐	Using laser levels according to plans and specifications.	
☐	Lifting and carrying materials onsite.	
☐	Positioning framework components and fastening these to the wall/floor (e.g. the positioning and fastening of small horizontal sections [noggin] between the verticals).	
☐	Subsection preassembling and fastening to doors and/or floors.	
☐	Building pergolas and walkways between sheds.	
☐	Building of box stairs during the early stages of site set-up.	
☐	Hand and power tool operation such as drills, circular saws, nail guns, hammers, levels, squares, screwdrivers, cordless drills and similar.	
☐	Assisting other trades (plumbers, electricians, plasterers, etc) with basic general tasks to ensure jobsites are kept tidy, WHS-compliant and appealing to clients.	
☐	Site cleaning (sweeping, mopping, vacuuming, wiping surfaces, emptying bins, lifting construction rubbish into work utes and trucks, etc).	
☐	Concreting works including setting up of formwork.	
☐	Working in bathrooms and small residential rooms simultaneously with other trades.	

☑	Skills/Experience	Comments (optional)
<input type="checkbox"/>	Plastering insulation and setting up.	
<input type="checkbox"/>	Ad-hoc painting of walls, ceilings and fixtures in small jobs.	
<input type="checkbox"/>	Installation of insulation in ceilings and walls.	
<input type="checkbox"/>	Installation of reinforcement steel.	
<input type="checkbox"/>	Use of plant equipment – jack hammers, vibrators and generators.	
<input type="checkbox"/>	Physical stamina (e.g. the ability to withstand and perform rigorous tasks while standing or taking other strenuous positions) note- all tasks are to be completed within the WHS safety.	
<input type="checkbox"/>	Work well in a team (cooperative and friendly attitude to all).	
<input type="checkbox"/>	Take instructions from work colleagues or supervisors of <u>younger age or with less experience</u> and show appropriate respect (without an attitude of contempt or using condescending speech).	
<input type="checkbox"/>	Cooperation with company administration personnel with regards to purchase orders, tip dockets, record keeping and diary management, including time sheet reporting.	
<input type="checkbox"/>	Use of mobile phone to communicate with management and colleagues.	
<input type="checkbox"/>	Use of private vehicle to transport to and from work sites or hardware stores where required	

Possession of tools for use in the trade:

<input checked="" type="checkbox"/>	Tools	Comments (optional)
<input type="checkbox"/>	Hammer	
<input type="checkbox"/>	Tape measure	
<input type="checkbox"/>	Chalk Line	
<input type="checkbox"/>	Carpenter's pencil	
<input type="checkbox"/>	Utility knife	
<input type="checkbox"/>	Tin Snips	
<input type="checkbox"/>	Nail puller	
<input type="checkbox"/>	Speed square	
<input type="checkbox"/>	Framing square	
<input type="checkbox"/>	Levels	
<input type="checkbox"/>	Wood chisel	
<input type="checkbox"/>	Circular saw	
<input type="checkbox"/>	Drill	
<input type="checkbox"/>	Reciprocating saw	
<input type="checkbox"/>	Extension cords	
<input type="checkbox"/>	Air compressor	
<input type="checkbox"/>	Nail guns (framing & decking)	
<input type="checkbox"/>	Air hoses	
<input type="checkbox"/>	Compound mitre saw	
<input type="checkbox"/>	Table Saw	
<input type="checkbox"/>	Nail gun (exterior finish nailer)	

Possession of the following qualifications, certificates & registrations:

<input checked="" type="checkbox"/>	Qual/Certificate/Registration/etc	Comments (optional)
<input type="checkbox"/>	Cert III in Carpentry	
<input type="checkbox"/>	Cert IV in Building in Construction	
<input type="checkbox"/>	Working at Heights certificates	
<input type="checkbox"/>	First Aid Certificate	
<input type="checkbox"/>	Construction White Card	
<input type="checkbox"/>	Working with Vulnerable People Card (or ability to attain one)	
<input type="checkbox"/>	Ability to undergo police check	