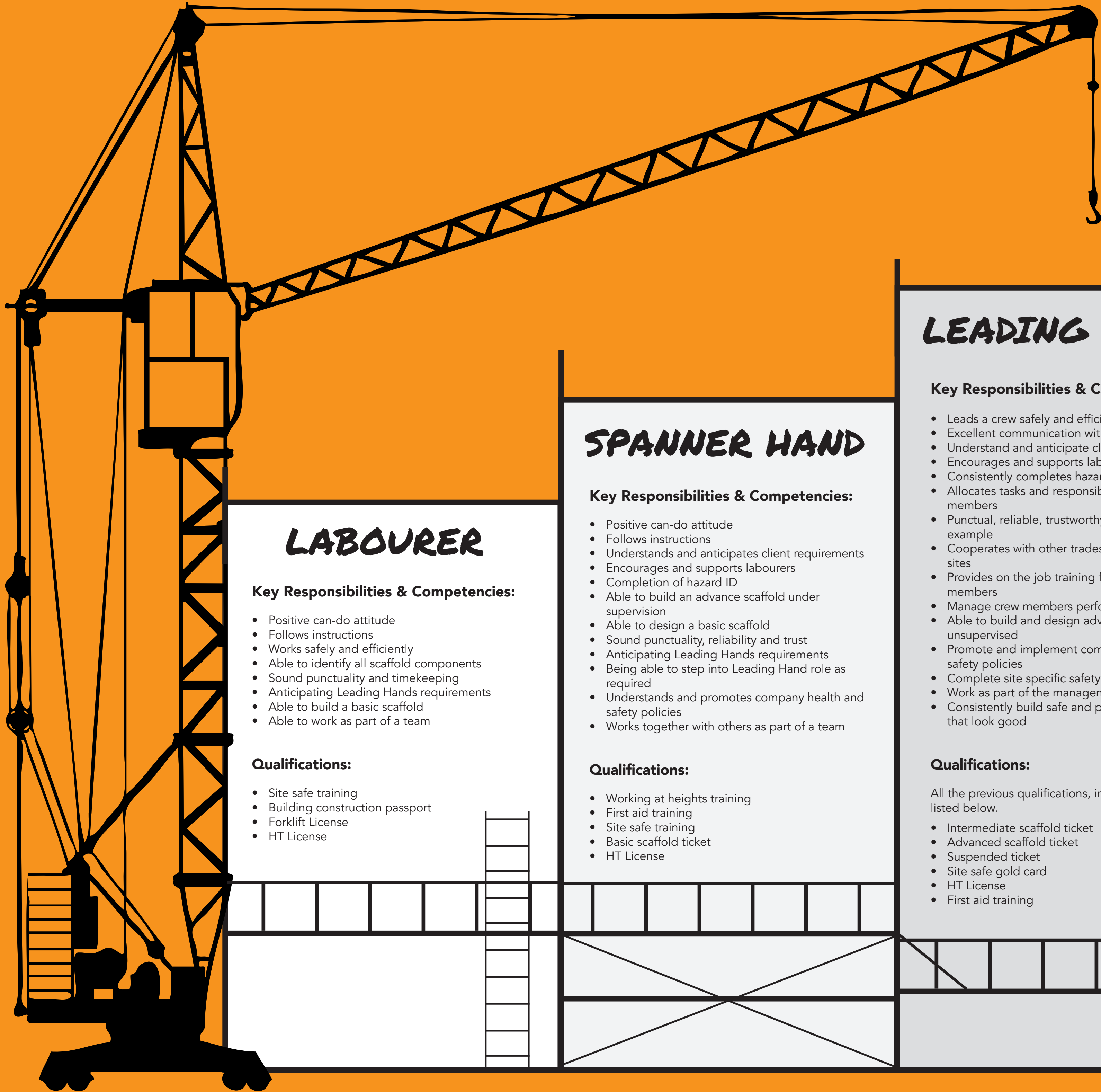


# CAREER PROGRESSION OF A GEEVES SCAFFOLDER



## LABOURER

### Key Responsibilities & Competencies:

- Positive can-do attitude
- Follows instructions
- Works safely and efficiently
- Able to identify all scaffold components
- Sound punctuality and timekeeping
- Anticipating Leading Hands requirements
- Able to build a basic scaffold
- Able to work as part of a team

### Qualifications:

- Site safe training
- Building construction passport
- Forklift License
- HT License

## SPANNER HAND

### Key Responsibilities & Competencies:

- Positive can-do attitude
- Follows instructions
- Understands and anticipates client requirements
- Encourages and supports labourers
- Completion of hazard ID
- Able to build an advance scaffold under supervision
- Able to design a basic scaffold
- Sound punctuality, reliability and trust
- Anticipating Leading Hands requirements
- Being able to step into Leading Hand role as required
- Understands and promotes company health and safety policies
- Works together with others as part of a team

### Qualifications:

- Working at heights training
- First aid training
- Site safe training
- Basic scaffold ticket
- HT License

## LEADING HAND

### Key Responsibilities & Competencies:

- Leads a crew safely and efficiently
- Excellent communication with clients
- Understand and anticipate client requirements
- Encourages and supports labourers
- Consistently completes hazard ID on all jobs
- Allocates tasks and responsibilities to team members
- Punctual, reliable, trustworthy and leads by example
- Cooperates with other trades and managers on sites
- Provides on the job training for all crew members
- Manage crew members performance
- Able to build and design advanced scaffolds unsupervised
- Promote and implement company health and safety policies
- Complete site specific safety plan
- Work as part of the management team
- Consistently build safe and practical scaffolds that look good

### Qualifications:

- All the previous qualifications, including those listed below.
- Intermediate scaffold ticket
  - Advanced scaffold ticket
  - Suspended ticket
  - Site safe gold card
  - HT License
  - First aid training

## SUPERVISOR

### Key Responsibilities & Competencies:

- Plan work schedule
- Allocate staff to crews
- Manage staff performance with Leading Hands
- Enforce safety standards
- Daily supervision of all staff and drive productivity
- Resolves site problems
- Quoting jobs
- Design and plan scaffolds
- Plan safe work methods
- Promote staff development and participate in staff reviews
- Lead by example, promote and implement health and safety policy company wide
- Work as part of management team
- Audit sites and crews

### Qualifications:

- All the previous qualifications, including those listed below.
- Job quoting
  - Sales and marketing
  - People management

## BRANCH MANAGER

### Key Responsibilities & Competencies:

- Financial performance of branch
- Operational performance of branch
- Sales and marketing
- Ensure company's policies and procedures are being met
- Promote company vision and values to public
- Recruitment of and managing all staff and performance
- Stock management
- Reporting to directors and participation in management team
- Manage monthly invoicing
- Commitment to excellence in safety, teamwork and customer service

### Qualifications:

- All the previous qualifications, including those listed below.
- Business management and construction experience
  - Knowledge and understanding of basic accounting
  - Sound IT skills

**GEEVES SCAFFOLDING... NOT JUST ANOTHER SCAFFOLDING COMPANY.**