



Position Description: Qualified Painter

Position Title:

Reports To:

Senior Painter / Supervisor / Site Operations Manager

Location:

Various residential sites (primarily inner-city Brisbane suburbs)

Position Overview:

The Qualified Painter is responsible for supporting the Senior Painter and completing assigned residential repaint projects valued up to **\$20,000**. This role combines hands-on painting expertise with small-team leadership, ensuring all work is completed safely, efficiently, and to the company's high-quality standards. The Qualified Painter may act as a lead painter on smaller projects and will contribute to maintaining a professional, well-organised, and positive work environment.

Key Responsibilities:

- **Support the Senior Painter** in planning, coordinating, and completing assigned projects.
- Act as **lead painter** on projects valued up to \$20,000 when delegated.
- Manage a small team of up to **one qualified painter, one junior painter, and one apprentice**, ensuring efficient task allocation and workflow.
- Carry out **high-quality surface preparation, painting, and finishing work** in accordance with company standards and specifications.
- Ensure compliance with **Work Health and Safety (WHS)** standards on site and promote a culture of safety within the team.
- Maintain a clean, organised, and hazard-free work area.
- Conduct daily checks on tools, equipment, and materials; report shortages, defects, or maintenance needs to the Supervisor or Senior Painter.
- Communicate effectively with team members, the Senior Painter, and management regarding job progress, challenges, and variations.
- Mentor and assist **junior painters and apprentices** in developing their technical skills



and safe work practices.

- Represent the company with **professionalism, reliability, and pride in workmanship** at all times.

Skills and Experience:

- **Certificate III in Painting and Decorating** (mandatory).
- Minimum **3.5 years' experience** in residential repainting or equivalent.
- Proven ability to work independently and lead small teams when required.
- Strong knowledge of coatings, finishes, colour systems, and surface preparation methods.
- Skilled in the use of tools, equipment, and materials relevant to painting and decorating.
- Excellent **time management, communication, and problem-solving** abilities.
- Commitment to maintaining high standards of **quality, safety, and presentation**.
- Current **White Card** and **driver's licence** required.

Performance Indicators:

- Projects delivered **on time, within budget, and to company quality standards**.
- Positive **client and supervisor feedback**.
- Consistent demonstration of **teamwork, leadership, and company values**.
- Full compliance with **WHS and environmental procedures**.
- Maintenance of a **clean, safe, and well-organised work environment**.



Employment Agreement – Qualified Painter

This Employment Agreement is made between **[Company Name]** (the Employer) and **[Employee Name]** (the Employee). The purpose of this agreement is to set out the terms and conditions of employment for the position of **Qualified Painter**.

1. Position and Duties

The Employee is employed as a **Qualified Painter** and will report to the **Senior Painter / Supervisor / Site Operations Manager**. Duties include but are not limited to:

- Supporting the Senior Painter in planning, coordinating, and completing residential repaint projects.
- Acting as **lead painter** on assigned projects valued up to \$20,000.
- Supervising and mentoring team members, including one qualified painter, one junior painter, and one apprentice.
- Performing all aspects of painting and decorating to a high professional standard.
- Ensuring compliance with workplace health and safety requirements.
- Maintaining company tools, equipment, and materials responsibly.
- Upholding company values, professionalism, and client satisfaction.
- Attending different work sites as directed by the Employer, including travel to and from those sites as part of normal duties.

The Employer may, from time to time, vary the Employee's duties consistent with their skills and experience.

2. Normal Working Hours

- The Employee's ordinary hours of work are **38 hours per week**, Monday to Friday.
- Standard hours are typically **6:30 a.m. to 3:00 p.m.**, with a **20-minute paid break** and a **30-minute unpaid lunch break**.



- Reasonable overtime may be required to meet project deadlines, compensated according to company policy or applicable industrial awards. Overtime must be approved by the Supervisor before it is undertaken.
 - **Punctuality:** The Employee is expected to arrive at the designated work site or meeting point on time and ready to commence work at the scheduled start time. Persistent lateness or failure to notify the Supervisor of delays may be treated as a performance or disciplinary matter.
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3. Remuneration

- The Employee will receive a salary or hourly rate of **[insert amount]** plus superannuation in accordance with Australian law.
 - The payment cycle runs from **Friday – Thursday**. A timesheet must be submitted by **Thursday at 6:00 p.m.** All timesheets will be verified by the Supervisor prior to processing of pay. Verified timesheets will be processed by close of business on Friday.
 - Payment will be made **weekly on Friday** via electronic transfer.
 - All remuneration is in accordance with the relevant Modern Award or Enterprise Agreement (currently the *Building and Construction General On-site Award 2020*, or any replacement thereof).
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4. Probationary Period and Performance Reviews

- Employment is subject to a **three (3) month probationary period**, during which either party may terminate employment with one week's notice.
 - Formal performance reviews will be conducted at the completion of each of the first two months, in the final week prior to the completion of the probationary period, and **bi-annually thereafter**.
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5. Leave Entitlements

The Employee is entitled to the following leave benefits in accordance with the **Fair Work Act 2009 (Cth)**:



- Four (4) weeks of paid annual leave per year of service.
 - Ten (10) days of paid personal/carer's leave per year of service.
 - Long service leave in accordance with state legislation.
 - Public holidays as gazetted in Queensland.
 - Any unpaid leave must be requested in writing and approved in advance by the Employer.
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6. Workplace Conduct and Safety

- The Employee must comply with all company policies, procedures, and safe work practices.
 - The Employee must maintain a professional appearance and behaviour while representing the company.
 - Smoking, drugs, and alcohol are prohibited on job sites.
 - The Employee must immediately report any accidents, incidents, or hazards to their Supervisor.
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7. Termination of Employment

- After the probationary period, either party may terminate this agreement with **two (2) weeks' written notice** or payment in lieu of notice.
 - The Employer may terminate employment without notice for serious misconduct as defined under the **Fair Work Act**.
 - Upon termination, the Employee must return all company property, including uniforms, tools, and access keys.
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8. Confidentiality

The Employee agrees not to disclose, use, or reproduce any confidential information relating to the Employer's business, clients, or trade practices during or after employment. The Employee agrees not to solicit, in any manner or form, the clients of



the Employer. The Employee agrees to direct any and all enquiries regarding painting work requested by neighbours or passers-by to the Employer.

These confidentiality obligations continue after the termination of employment.

9. Governing Law

This agreement is governed by the laws of the **State of Queensland, Australia**. Any disputes arising under this agreement will be subject to the jurisdiction of the courts of Queensland.

10. Signatures

Employer:

Name: _____

Position: _____

Signature: _____

Date: _____

Employee:

Name: _____

Signature: _____

Date: _____

End of Agreement