



## LACHLAN DUNCAN

9/654 Ventnor Road  
 Scarborough WA 6019  
 M: 0450 357 229  
 E: l.duncan71@hotmail.com

### CAREER OBJECTIVE

Physically fit and self motivated, I am actively pursuing a challenging carpentry career opportunity in the **mining industry** where I can utilise my trade qualifications, hands-on skills and broad experience over the past 10 years including various residential projects including unit developments, townhouses and architectural housing developments. With a proven track record as a hardworking team player, I am confident I would make a great contribution to your progressive team, committed to adhering to Occupational Health & Safety regulations, project objectives and time schedules.

### TRADE QUALIFICATIONS

1998 - 2002                    **CARPENTRY APPRENTICESHIP**  
 Calinda Building Services, Residential Builder

### ADDITIONAL TRAINING

2008                            **CERTIFICATE IV IN CONSTRUCTION**  
 Yeronga Institute of Technology

2009                            **SENIOR FIRST AID CERTIFICATE**  
 St Johns Ambulance

2009                            **ACTIVE MEMBER AUSTRALIA SURF LIFE SAVING**  
 Bronze Surf Medallion

2009                            **GENERAL SAFETY INDUCTION (CONSTRUCTION INDUSTRY - BLUE CARD)**  
 Aveling Training, Western Australia

### DEMONSTRATED SKILLS & ABILITIES

- Construct, erect, install and repair wooden and metal structures/fixtures on residential and commercial buildings.
- Construct formwork into which concrete is poured including concrete pouring.
- Set out an outline of the building on the ground of the site, using string and pegs to allow for excavations.
- Build floors, wall frameworks (timber and metal), roofs, suspended ceilings and lay timber floors.
- Read and interpret plans/specifications to determine the dimensions, materials required and installation processes.
- Install metal and timber windows, sashes and doors.
- Construct and erect prefabricated units such as townhouses, units and houses.
- Cut materials with hand and power tools, and assemble, nail, cut and shape parts.
- Install door handles, locks, hardware, flooring underlay, insulating material and other fixtures.
- Maintain and sharpen hand tools and utilise various power and air tools.
- Supervise and manage team of 35+ contractors including all aspects of construction site management.
- Organise and conduct site meetings, motivating and educating staff and contractors.
- Oversee and maintain construction site safety, ensuring OH&S regulations are met.

### PERSONAL DETAILS

**Interests:**                    Competition amateur boxing, keeping fit and healthy  
**Nationality:**                Australian  
**Licences Held:**            WA "C" Class Drivers Licence  
**Languages:**                English

## **BUILDING & CONSTRUCTION EXPERIENCE**

**Aug 2008 - Current**

**COLDALE CONSTRUCTIONS** | [www.coldale.com.au](http://www.coldale.com.au)

Osbourne Park, Western Australia

### **Building Supervisor/Foreman**

#### *Company Profile:*

- Coldale Constructions was one of the first WA companies to introduce tilt up concrete panel construction. A member of the Master Builder's Association the company includes four registered builders with 25 years service to the industry specialising in industrial & commercial building, having successfully completed contracts for various architects and engineers.

#### *Construction Projects:*

- McDonald's refurbishment - McCafé addition, Rockingham, WA (2009 - Current)
- Extension Cafe Conversion - McDonalds (Nov 2009)
- New build McDonald's store, Collie, WA (Oct 2009)
- McDonald Refurbishment & McCafe Addition (Jun 2009)
- Industrial solar panel array, Murdoch University, WA (Jun 2009)
- Unit development, Rockingham, WA (Mar 2009)
- Extension, refurbishment and McCafé addition to existing store, WA (Sep 2008)
- De-fit of store, Perth, CBD, WA (Aug 2008)

#### *Key Duties:*

- Construction site management, overseeing adherence to project specifications and contractor management.
- Monitor construction projects and provide progress reports to senior management and clients.
- Provide advice and supervision to contractors across a variety of trades.
- Organise and facilitate site meetings with Construction Managers, Project Managers and clients.
- Read and interpret plans, specifications and engineers drawings.
- Instruct and delegate work to contractors and labourers.
- Ensure all materials and equipment arrive onsite at specified time, liaising with suppliers.
- Ensure projects run smoothly, meeting time and budgetary constraints.

#### *Achievements:*

- Gained a strong understanding of WA Building Practices.
- Developed and improved skills in commercial construction.

**Jan 2008 - Aug 2008**

**CREATIVE HOME IMPROVEMENTS** | [www.creativehomeimprovements.com.au](http://www.creativehomeimprovements.com.au)

Brisbane, Queensland

### **Site Supervisor**

#### *Company Profile:*

- Creative Home Improvements specialise in home improvements in the Brisbane and South East Queensland metropolitan area, with particular expertise being in extensions and first floor additions. However the team are qualified to build new houses and multi storey unit/townhouses.

#### *Construction Projects:*

- Current Development: Town house development including 2 freestanding 3 bedroom houses, and 3 adjoining 3 bedroom townhouses separated by core filled block party walls. Project value \$2.2 million.

#### *Key Duties:*

- Construction site management, overseeing adherence to project specifications and contractor management.
- Monitor construction projects and provide progress reports to senior management and clients.
- Provide advice and supervision to contractors across a variety of trades including carpenters, electricians, plumbers, tilers and cabinet makers.
- Read and interpret plans, specifications and engineers drawings.
- Instruct and delegate work to contractors and labourers.
- Undertake complex problem solving and make plan changes.
- Promote OH&S and smarter building practices through organisation of informative team meetings.
- Monitor job progress and provide support when required.
- Ensure all materials and equipment arrive onsite at specified time, liaising with suppliers.
- Ensure projects run smoothly, meeting time and budgetary constraints.
- Focus on the broader picture of the development and devise strategies to meet the demands of the Construction Manager.

#### *Achievements:*

- Developed and refined management skills as they apply to residential construction by working through the entire construction process from set-out to handover.

## **BUILDING & CONSTRUCTION EXPERIENCE**

**Jul 2007 - Dec 2007**

### **BASE BUILD**

London, United Kingdom

#### **Site Manager**

##### *Construction Projects:*

- Converted unleased shops into a top-end retail outlet for luxury paints. Project involved the total stripping out all fittings, doors and linings and refitting with plasterboard and timber ceilings and cabinets, registers and all services within given timeframe with a project value of ~ \$500 000.

##### *Key Duties:*

- Set-up construction site for commencement of building works.
- Read and interpret plans and specifications, communicating with clients and architects.
- Quantify material and labour including resource allocation and supplier negotiation.
- Organise, direct and supervise various trade contractors and labourers.
- Contribute as a team member to improve efficiency and maximise achievement of project outcomes.
- Monitor job progress and report to Construction Manager.
- Motivate and supervise team, overseeing performance and adherence to project deadlines.

##### *Achievements:*

- Successfully managed a team within a large commercial building company that specialises in commercial retail refurbishments, resulting in the improvement of construction management skills together with enhanced relationship building skills whilst coordinating with Project Managers and business clients.

**Jan 2007 - Jul 2007**

### **FIT OUT UK**

London, United Kingdom

#### **Foreman**

##### *Construction Projects:*

- Projects were primarily building refurbishments of supermarket stores for a major chain in the UK. These stores were shut down, new shelving installed, registers installed, painting of stores and office, new services and refrigeration installed and works on car parks undertaken before reopening within short period of ~ 1 month. The refurbishment projects were valued up to \$10 million.

##### *Key Duties:*

- Plan and organise all stages of work and direct teams of trades people/contractors to complete work efficiently.
- Monitor and report project progress to the Construction Manager.
- Monitor works to ensure all building regulations and standards were met together with Quality Control.
- Organise and manage site including material deliveries, OH&S equipment storage and complex problem solving.
- Order, allocate and organise delivery of equipment and resources required for all projects.

##### *Achievements:*

- Successfully lead a team of up to 15 tradespeople and labourers to maintain a high standard of work by addressing group cohesion, sharing workloads and providing supervision and direction in relation to work quality and time constraints.

**2002 - 2007**

### **SELF EMPLOYED**

Brisbane, Queensland

#### **Subcontract Carpenter**

##### *Construction Projects:*

- Building of new homes from footings, refurbish and renovate heritage listed homes valued up to \$ 600,000.

##### *Key Duties:*

- Construct, erect, install and repair wooden and metal structures/fixtures on residential and commercial buildings.
- Read and interpret plans and technical drawings.
- Build in compliance with Australian Standards and local building codes.
- Adhere to all workplace health and safety regulations.
- Sign and fulfil contracts, invoice companies and clients.
- Quantify and order building materials and labour.
- Provide time estimates and quotes.

##### *Achievements:*

- Gained a strong knowledge of building methods that comply with Australian standards and local building codes.

**REFEREES AVAILABLE ON REQUEST**