

Formworker Job Description

A comprehensive job description template
for Australian construction businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and construction industry practices at the time of publication. You should review and tailor this template to suit your business, project type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

Table of Contents

1. Position Overview	3
2. Key Responsibilities	3
3. Required Skills and Attributes	5
4. Qualifications and Requirements	6
5. Working Conditions	7
6. Award Information	7
7. Expected Behaviours	8
8. Application Process	8

1. Position Overview

1.1 Position Title

Formworker / Form Carpenter / Concrete Formworker

1.2 Position Summary

The Formworker is responsible for building, installing and dismantling formwork and falsework systems for concrete structures on commercial and civil construction projects. This skilled trade role requires the ability to read and interpret structural drawings, measure and set out formwork with precision, and construct complex formwork systems including columns, beams, slabs and walls. Formworkers combine carpentry skills with knowledge of concrete construction and structural engineering principles.

The position involves measuring and setting out formwork locations, cutting and assembling formwork materials, installing props and bracing systems, ensuring formwork is plumb and level, preparing surfaces for concrete placement, stripping formwork after concrete has cured, and maintaining formwork materials and equipment. Formworkers work closely with concreters, steel fixers and other trades to ensure quality concrete structures.

1.3 Reporting Structure

This position reports to:

- Leading Hand / Foreman
- Site Supervisor / Site Manager
- Project Manager

1.4 Employment Type

This position is available as:

- Casual (day-to-day hire)
- Full-time (38 hours per week)
- Project-based contract

2. Key Responsibilities

2.1 Drawing Interpretation and Set Out

- Read and interpret architectural and structural drawings
- Understand concrete pour sequences and construction methods
- Measure and mark out formwork locations on site
- Transfer levels and set out reference points
- Calculate dimensions and material requirements
- Verify measurements match design specifications

- Identify and resolve setting out conflicts

2.2 Formwork Construction and Installation

- Build column, beam, slab and wall formwork systems
- Cut and fit formwork materials including timber and plywood
- Assemble modular formwork systems
- Install kicker forms and base plates
- Construct edge forms and penetration boxes
- Apply release agents to formwork surfaces
- Seal formwork joints to prevent grout loss

2.3 Propping and Bracing

- Install temporary props and support systems
- Calculate and install appropriate bracing
- Ensure formwork is adequately supported for concrete loads
- Install adjustable props and strongbacks
- Check formwork stability before concrete placement
- Inspect and tighten formwork connections
- Install safety mesh and edge protection

2.4 Quality Control and Inspection

- Check formwork is plumb, level and correctly aligned
- Verify dimensions match design requirements
- Ensure formwork joints are tight and sealed
- Check formwork cleanliness before concrete pour
- Inspect formwork during concrete placement
- Monitor formwork for movement or deflection
- Report defects or concerns to supervisor

2.5 Formwork Stripping and Maintenance

- Remove formwork after appropriate curing period
- Strip formwork carefully to avoid damage to concrete
- Clean and repair formwork materials
- Stack and store formwork for reuse
- Maintain formwork inventory and equipment
- Identify damaged formwork materials
- Prepare formwork for transport to next location

2.6 Tool and Equipment Operation

- Use power tools including circular saws, drills and nail guns
- Operate formwork lifting equipment
- Use measuring equipment including levels, theodolites and laser levels
- Maintain tools in good working condition
- Follow safe work procedures for all equipment
- Report faulty equipment for repair or replacement

2.7 Safety and Compliance

- Comply with site safety requirements and SWMS
- Identify and report hazards
- Install edge protection and fall prevention systems
- Work safely at heights on scaffolding and formwork
- Follow lifting and manual handling procedures
- Participate in toolbox talks and safety meetings
- Maintain clean and organized work areas

3. Required Skills and Attributes

3.1 Essential Skills

Carpentry Skills

Competent carpentry skills including measuring, cutting, fitting and fixing timber and plywood. Ability to work accurately from measurements. Proficiency with carpentry hand tools and power tools. Understanding of timber properties and construction methods.

Plan Reading

Ability to read and interpret structural drawings, detail drawings and construction specifications.

Understanding of drawing symbols, dimensions and construction details. Capability to visualize three-dimensional structures from two-dimensional plans.

Mathematical Ability

Good numeracy skills for calculating dimensions, quantities and setting out. Understanding of geometry and trigonometry for complex formwork. Ability to work with fractions, decimals and metric measurements.

Attention to Detail

High level of accuracy and precision in measuring and setting out. Ability to achieve tight tolerances required for quality concrete structures. Thorough approach to checking and verifying dimensions.

3.2 Personal Attributes

- Strong work ethic and reliability
- Physical fitness for manual work

- Team player with good communication
- Problem-solving ability
- Pride in quality workmanship
- Punctual and dependable
- Safety conscious mindset
- Adaptable to changing site conditions
- Willingness to learn new techniques
- Capacity to work at heights

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Certificate III in Carpentry or equivalent trade qualification
- Construction Induction Card (White Card)
- Working at Heights training
- Physically fit for manual labor and heights work
- Own carpentry hand tools
- Ability to pass pre-employment medical including drug and alcohol screening
- Eligibility to work in Australia

4.2 Desirable Qualifications

- Experience with modular formwork systems (PERI, DOKA, etc.)
- High Risk Work Licence - Dogging or Rigging
- Scaffolding ticket
- EWP (Elevated Work Platform) licence
- Confined Space Entry ticket
- Current First Aid certificate
- Forklift licence
- Driver's licence and reliable transport

4.3 Experience

Minimum 3-5 years post-apprenticeship experience in formwork construction on commercial projects. Demonstrated ability to work from drawings, set out formwork accurately and construct complex formwork systems. Experience with high-rise or civil construction projects highly regarded. Must provide references from previous construction employers.

5. Working Conditions

5.1 Hours of Work

- Standard construction hours: 7:00am to 3:30pm Monday to Friday
- Overtime and weekend work as required by concrete pour schedules
- Early starts for concrete pours
- Extended hours during critical construction phases
- RDOs (Rostered Days Off) as per award provisions

5.2 Physical Requirements

- Lifting and carrying formwork materials and timber
- Working at heights on formwork and scaffolding
- Prolonged standing, bending and kneeling
- Working in confined spaces under slab formwork
- Operating power tools for extended periods
- Good hand-eye coordination and manual dexterity

5.3 Work Environment

- Outdoor construction sites in all weather conditions
- Exposure to dust, noise and concrete chemicals
- Working around mobile plant and concrete trucks
- Multi-level construction sites
- Fast-paced environment during concrete pours
- Varying site locations requiring travel

5.4 Personal Protective Equipment

- Hard hat, safety glasses and high visibility clothing (provided)
- Steel-capped safety boots (employee to provide)
- Long pants and long-sleeved shirt required
- Work gloves and tool belt
- Fall protection harness when working at heights
- Hearing protection in high noise areas

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Building and Construction General On-site Award 2020 (MA000020). The award sets minimum pay rates, allowances and conditions for employees working in the building and construction industry.

6.2 Classification Level

Formworkers are generally classified under the award as:

- CW3: Tradesperson (Carpenter) performing formwork duties
- CW4: Tradesperson Level 2 with additional skills or leading hand duties
- Higher classifications based on experience and responsibility

The specific classification level will be determined based on qualifications, experience and duties performed.

6.3 Allowances and Penalties

Employees are entitled to various allowances including:

- Industry allowance (per week for full-time employees)
- Tool allowance for tradespersons providing own tools
- Height allowance for work above specified heights
- Confined space allowance if applicable
- Travel allowance for work beyond normal radius
- Overtime rates: Time and a half for first 2 hours, double time thereafter
- Saturday rates: Time and a half
- Sunday rates: Double time
- Public holiday rates: Double time and a half

Refer to the Building and Construction General On-site Award 2020 for current rates and detailed conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on site on time with all required tools
- Notify supervisor immediately if unable to attend work
- Follow all site rules and company policies
- Work cooperatively with other trades
- Represent the company professionally on client sites
- Maintain clean and organized work areas

7.2 Quality Standards

- Build formwork to correct dimensions and tolerances
- Ensure all formwork is plumb, level and aligned
- Complete work to high standard of finish
- Check and verify measurements before construction
- Take pride in quality workmanship

- Complete tasks efficiently without compromising quality

7.3 Safety Standards

- Follow all safety procedures and SWMS
- Wear required PPE at all times
- Report all incidents, near misses and hazards immediately
- Maintain safe work areas and housekeeping
- Never work under the influence of drugs or alcohol
- Install and maintain edge protection systems
- Use tools and equipment safely

7.4 Communication Expectations

- Report progress and issues to supervisor
- Coordinate with concreters and steel fixers
- Participate in pre-start meetings and toolbox talks
- Raise concerns about drawings or specifications
- Provide clear handover information
- Request clarification when instructions unclear

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including work history
- Copy of trade certificate (Carpentry)
- Copy of White Card and Working at Heights certificate
- Copies of all relevant tickets and certificates
- Details of recent formwork experience
- Contact details for at least two construction industry referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience
- Face-to-face interview with construction management
- Practical assessment of formwork skills
- Verification of qualifications and licences
- Reference checks with previous employers

- Pre-employment medical including drug and alcohol screening

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____