

CT Installation Ltd (CTi)
JOB DESCRIPTION

Fitter

POST REF: 00010

REPORTS TO:

Contracts Manager

OVERALL PURPOSE OF THE POST:

The role of Fitter is to provide a specialist installation and fitting service including shower doors, bath screens and mirrors for a well-established operation within the construction and building trades sector within the UK. The Fitter will be responsible for all elements of the fitting; collection of the shower doors, screens and mirrors at the depot or construction site; driving the van to site; unloading all related equipment; installing the screens and related hardware, then cleaning the screens and making sure the working area is free of any rubbish and is left safe, clean and tidy. The head-office and depot are based in Leeds but the role is field-based so Fitters will work throughout the UK Monday to Friday with overnight accommodation provided.

Construction or related trades experience would be an advantage (in particular installation of shower door, bath screen and mirrors) but training will be given.

DUTIES AND RESPONSIBILITIES:

1. To install and fit shower doors, bath screens, mirrors and any other hardware as directed by the management team
2. To work throughout the UK with overnight accommodation
3. Liaise with contracts manager/head-office in order to receive weekly job sheets
4. Undertake any after-care as directed by the head-office
5. Undertake site measurements
6. Collect shower doors, screens and mirrors at the depot or construction site
7. Driving of the van to site and unloading all related equipment
8. Manage own timesheets and submit on-time
9. Manage own expense forms and submit on-time
10. Update job-sheets as appropriate
11. Awareness of Health & Safety requirements

PERSON SPECIFICATION – GUIDE TO APPLICANTS

The person specification details the skills and attributes required in the post holder in order to fulfil the role.

- Construction or related trades experience would be an advantage (in particular installation of shower doors, bath screens and mirrors) but training will be given
- An understanding of how to read job sheets, enter time sheets and sign-off on-site work but training will be given
- Basic IT skills for example ability to use email or access digital job sheets
- Basic maths and English with the ability to take measurements and communicate with head-office
- Must hold CSCS Card
- Must hold a Driving Licence
- Ability to liaise with internal staff and external agencies including site managers, construction trades and associated staff
- Ability to be flexible, to work under pressure and be open to change
- Ability to work accurately, at pace but with attention to detail
- Outstanding organisational skills with a proven ability to hit strict deadlines
- A commitment to the company values and behaviours of excellence, integrity, equality, respect, care, efficiency and innovation

CT Installation Ltd (CTi) FURTHER PARTICULARS
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Salary:

The salary for this post will be up to £40,000 per annum. Starting salary will be dependent on experience.

Conditions of Appointment

Appointment will be to a contract with CTi working to the terms and conditions of service under the following main provisions:

Working Week:

The normal average working week will be 37 hours. The core hours of business are 8.00 am – 4.00 pm Monday to Friday. However, you may be expected to work such hours as directed by the company which might include occasional weekends.

Holiday Entitlement:

You will be entitled to **20** days holiday per plus statutory/public holidays. Holiday entitlement shall increase by one additional day for each complete year of service with the company (up to a maximum of 25 days). The holiday year runs from 1st December to 30th November each year. Timing of holiday is subject to agreement with the Managing Director.

Pension:

The company will automatically comply with the employer pension duties in accordance with Part 1 of the Pensions Act 2008

Probation period and Annual Review:

The role will be subject to an initial 6 month probationary review period. You will be expected to participate in the appraisal scheme.

Sickness and Maternity/Paternity:

The company policies will apply. Details are available from the Managing Director

Disciplinary & Grievance:

Details of the company Disciplinary and Grievance Policies are available from the Managing Director.

Private healthcare:

Free private healthcare on completion of the probationary period.

The above represents the main provisions of the contract but is not intended to be exhaustive.