

# Orchard Conservatories, Windows And Doors Limited

## JOB DESCRIPTION

**Post: Installation Operative**

**Post Holder:**

**Date: November 2018**

Responsible to: **Head Fitter**

### **Main function of the Job:**

(Note: In addition to these functions employees are required to carry out such duties as may be reasonably required)

- To ensure the efficient and effective installation of conservatories, windows and doors, including double glazed units and guttering. To include all works associated with the installation of conservatories and bases; all in accordance with the Orchard Best Fitting Practice, as instructed by the Head Fitter
- To provide a customer focussed approach to the tasks and in particular to maintain the highest standards of customer care throughout the installation process
- To report any incidents or items of concern to the Head fitter for appropriate action
- To carry out duties and to generally perform with due regard to the Health & Safety company policy and required legislation.

### **Main Duties**

- Responsible to the Head Fitter for the safe installation of units, windows, doors, conservatories, soffits and guttering, and any other items as requested within the scope of the job as a member of the fitting team
- To approach each task with a customer focussed approach and in a manner that reflects well on the company image.
- To assist, where necessary, with the building and or installation of other items as and when required.
- To perform tasks within a given time scale and within reason ensure completion in accordance with the instructions given by the Head Fitter

- To undertake any similar type work of a building nature either at a private residential property, the company's showroom and or on or at any business premises

### **Qualifications, Skills and experience required**

- Qualified FENSA installer and having achieved at least NVQ level 2 in Fenestration
- At least 2 year's experience with fitting windows and doors
- Attendance required on manufacturer's updates and new innovations
- You must hold a full driving licence and not be prevented from driving due to disqualification, nor have a history of drink driving for insurance purposes
- You must be available for a reasonable amount of overtime when requested although it is envisaged that most of the work will be carried out during the working week made up of 40 hours Monday to Friday.

### **Mobility**

- Travelling between installations will be required and normally this will be done using an Orchard vehicle. However, it is expected that occasionally your own transport may be required for which the appropriate rate shall be paid

### **Other Conditions**

All Staff are responsible for ensuring compliance with the company's Health & Safety requirements and legislation.

All staff are responsible for carrying out appropriate communication and information sharing, and for keeping the company's policies and procedures confidential. Not to divulge sensitive information to the company's competitors or any outside sources in accordance with the implied terms of the contract of employment.

Duties and responsibilities may be amended by the Managing Director within the general level and scope of the post.

