

JOB DESCRIPTION

START DATE OF JOB DESCRIPTION:			
NAME		JOB TITLE	Lime Plasterer
COMPANY	Hayles & Howe Ltd	REPORTS TO	Production Manager
PURPOSE			
<p>With limited or no supervision in the workshop and on site to be confident to carry out the restoration, conservation and manufacture of Lime Plaster as directed by your line manager. To be capable of finishing work to the highest standards. To be aware of the high importance of Customer Service at all times. Flexibility and the capacity to display diligence in your work are essential to the role. A knowledge of heritage works and fibrous plastering will benefit most projects.</p>			
TASK	DESCRIPTION		
Quality Management system	To use as required the necessary QA forms and procedures to complete a task. To maintain quality records as stated in the quality manual.		
Environment System	To be aware of and utilise the company Environment, forms, policy and procedures where applicable.		
Health and Safety	To be aware of and implement the company Health and Safety policy and procedures to maintain good and safe working practices. Adhering to H&S rules including use of chemicals, power tools, working at heights and wearing PPE at all times.		
Training and development	Continue to build on your own skills and experience. Train other craftsmen and lesser skilled workers both on site and in the workshop, as required by the project. Complete any training sheets.		
Maintain good working practises	To be aware of and maintain good working practises at all times.		
Workshop	To be able to work to the standard set out in the company Training Matrix.		
Site	To be able to work to the standard set out in the company Training Matrix. Working away is required along with overnight stays.		
Site Maintenance	To diligently carry out and be responsible for any site maintenance task that you are set by the Production Manager or Managing Director.		
Driving	If you have a clean, full driving license you will be required to make deliveries as necessary. You will be required to understand and follow the company's Vehicle policy and procedure.		
Job extras	Identifying any variations and liaising with the Production Manager to ensure that costing is estimated and an acknowledgement sheet is signed by the client or contractor prior to the work being carried out. Weekend and night work may be required from time to time.		
Deliveries	All staff are to comply with the company procedures for deliveries of goods both incoming and outgoing. All deliveries to sites are to be inspected and carefully checked prior to the vans departure from the premises.		
Estimating	Assisting and advising with estimating as required.		
Surveying	To carry out condition surveys as required on any lime restoration projects. With use of a tablet and camera to document findings.		
Record keeping	Keep accurate records of all time spent and full notes as to the methods and materials used.		
Meetings	Attend all meetings as required on site or in the office.		

Customers	Customer liaison which includes giving advice both technical and aesthetic. Customer Service is of high importance to the company, always remain polite and calm when talking to customers and ask for help from a line manager if necessary.		
EXTRA COMMENTS: WORK HOURS	40 hours per week, 8am to 5pm with an hour's lunch break. (See Terms and Conditions of Employment item 7 for more details)		
EXPERIENCE, QUALIFICATIONS AND SKILLS			
Experience and skills In lime plastering are required. Experience of running in situ would benefit the role. NVQ Level 2/3 in plastering or carpentry, First Aid, Fire Marshall, Asbestos Awareness, Working at heights and PASMA qualification are all of benefit. Show the ability to get on with others and be a team-player. A current CSCS card is required for this position.			
JOB CHALLENGES: To meet all targets set out in appraisals. Delivering work within schedule.			
JOB HOLDER SIGNATURE		DATE	
MANAGER SIGNATURE		DATE	
SENIOR MANAGER SIGNATURE		DATE	