

JOB DESCRIPTION

START DATE OF JOB DESCRIPTION:			
NAME		JOB TITLE	Master Craftsman 2
COMPANY	Hayles & Howe Ltd	REPORTS TO	Production Manager
<p>PURPOSE (the main purpose of your job)</p> <p>With limited or no supervision in the workshop and on site to be confident to carry out the restoration, conservation and manufacture of Ornamental Plaster as directed by your line manager. To be capable of finishing work to the highest Hayles and Howe standards. To be aware of the high importance of Customer Service to the company at all times.</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 (H&S)	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.		
Managing staff	Lead teams, supervise job sites, manage staff including reporting disciplinary matters to the Production Manager when required. Perform foreman's role when required – see Foreman's job description.		
Workshop/site Maintenance	To diligently carry out and be responsible for any workshop or 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.		
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.		
Job extras	Identifying any extra work / change orders 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.		
Estimating	Assisting and advising with estimating as required.		
Surveying	To carry out condition surveys and compile reports as required.		
Record keeping	Keep accurate records of all time spent and full notes (site diary) as to the methods and materials used.		

Customers	Customer Service is of high importance to the company, all staff are expected to be polite and calm with all clients. If any potential problems arise with any clients, it is advisable to discuss the matter with your line manager at the earliest opportunity		
Timesheets	Assist others to complete an accurate daily timesheet. This is to enable the company to pay you properly for the hours you have worked and helps the company allocate accurate pricing of jobs.		
Meetings	Attend all meetings as required.		
Investors in People Accreditation	To continue to embrace and support improvement and efficiency of company systems and processes both as an individual and collectively.		
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 are required in line with the Hayles and Howe skills matrix which could be project specific and include a First Aid, Fire Marshall or PASMA qualification. Show an ability to get on with others and be a team-player. A current CSCS card to SSTS level is required for this position.			
JOB CHALLENGES:			
To meet all targets set out in appraisals.			
JOB HOLDER SIGNATURE		DATE	
MANAGER SIGNATURE		DATE	
SENIOR MANAGER SIGNATURE		DATE	