

## JOB DESCRIPTION – FITTER'S MATE

### MAIN DUTIES:

- Assist lead fitter on site to carry out flue, chimney fan and ducting installations.
- Attend site with lead fitter in a company vehicle.
- Moving tools to and from delivery and collection point to the work area.
- Safely storing tools.
- Ensuring that tools and safety equipment are kept in good condition.
- Ensuring that the company vehicle is equipped with sufficient tools, materials and fixings at all times.
- You will be required to carry out a van inventory check sheet monthly.

### GENERAL DESCRIPTION OF DUTIES:

- Assisting with fitting and mounting flues / ducting / chimney fans / cable / controls / insert gathers and ancillaries in line with manufacturers installation specifications.
- Assisting with fitting solid fuel appliances such as wood burning stoves in line with manufacturer's instruction.
- Pulling flexible flue liner test lengths down chimney stacks.
- Pulling flexible flue liner lengths down chimney stacks.
- Assist with fitting of support plate and clamp assemblies.
- Assist with fitting and fixing flue terminals, storm collars, flashings and guy wire assemblies at high level.
- Assist with fitting and fixing appliance adaptors, flue pipes, register plates, trim collars and flex adaptors at low level.
- Assist with fixing intermediate support plate assemblies, wall brackets, rafter supports, roof supports.
- Pouring vermiculite insulation down stacks.
- Cement flaunching, silicone sealing flashings and joints.
- Fitting wet seals and gaskets into flue joints in line with manufacturer's instructions.

### GENERAL INFORMATION:

- Your standard working hours will vary but are usually around 6.30am to 4:30pm Monday to Friday. Please note that on occasion you will need to allow additional hours for travelling to and from sites.
- Your working hours start when you get into the works van and end when you get out of the works van at the end of the day.
- Your holiday entitlement will be 20 days pro rata, plus bank holidays. You will need to save three or four days for the Christmas shutdown.
- If you require holiday, you must let us know as soon as possible.
- You will have an hour lunch break which is to be taken during the middle of the day to suit site hours.
- You will complete a time sheet each day and submit your time sheet to the Installations Manager at the end of each working week. Your time sheet must show the time that you left home, arrival time at site, departure from site, return home and total hours worked.
- You may be required to stay overnight during some installation projects, the Installations Manager will discuss this with you should the need arise.
- You must sign in and out on the site register every time you arrive and leave site, including lunch breaks.
- You will be required to attend various training days / events, these will be discussed with you at the appropriate time.
- A valid Construction Skills Certification Scheme (CSCS) card must be carried with you at all times.
- We will issue tools and equipment as necessary.
- A hard hat, safety boots, t-shirt and high visibility vest bearing the FlueCraft logo must be worn on site at all times. It is a strict conditional requirement of this employment that you adhere to all site rules and safety procedures.

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- An installation drawing will be provided with each installation showing the approved design, If you are instructed to change the designed route or to carry out any work on site other than that for which you have been given authorization by FlueCraft management, you must contact the Installations Manager, or in his absence the Managing Director / Sales Manager for authorization before you proceed. Please note that changing an approved flue system design can adversely affect its working parameters and may make it unsafe. Additional costs and other implications may result from unauthorized changes to design and method also. If unsure, check.

**Whilst on site you are representing FlueCraft Limited, and as such you are expected to conduct yourself in a polite and professional manner at all times.**

### COMPANY POLICIES & PROCEDURES / HEALTH & SAFETY GUIDANCE DOCUMENTATION:

- Copies of our Company Handbook and Health & Safety Guidance documentation will be provided upon commencement of employment.
- Further clarifications, advice, documentation, templates, materials, equipment (as appropriate), are available on request; [paul.kennedy@fluecraft.co.uk](mailto:paul.kennedy@fluecraft.co.uk)

Signed in acceptance \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_