

## JOB DESCRIPTION – FLUE INSTALLER

### MAIN DUTIES:

- Plan, organize and carry out the installation of flues and ducting.
- Liaise with the Installations Manager to ensure that day-to-day contract installations are carried out safely, efficiently, cost effectively and to the highest standard.
- Support Installations Manager / Sales Manager / Managing Director by providing them with high quality feedback from site using photos, video, survey notes, dimensional information and sketches.
- Provide the Site Manager with accurate lists of goods going in and out.

### GENERAL DESCRIPTION OF DUTIES:

- Fitting and mounting flues / ducting / chimney fans / cable / controls / insert gathers and ancillaries in line with manufacturers installation specifications.
- Fitting solid fuel appliances such as wood burning stoves in line with manufacturer's instruction.
- Pulling flexible flue liner test lengths down chimney stacks.
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- Fitting support plate and clamp assemblies.
- Fitting and fixing flue terminals, storm collars, flashings and guy wire assemblies at high level.
- Fitting and fixing appliance adaptors, flue pipes, register plates, trim collars and flex adaptors at low level.
- 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 normally be 6:30am to 5pm Monday to Friday depending on site location and start on site times. Please note that you will often need to allow additional hours for travelling to and from sites.
- 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 in 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.
- A fuel card will be issued for the purchase of fuel and vehicle sundries only. Receipts must be kept for all purchases and presented along with the time sheet on a weekly basis.
- You will be accompanied by a 'fitter's mate' for most installations.
- 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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- You must carry out a risk assessment at the beginning of each site visit, any changes to conditions on site which affect your work or work area must be added to your risk assessment sheet. If you are in any doubt as to how you should proceed, you must make the Site Manager aware and await instruction.
- 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 Site Manager, or in his absence the Managing Director 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 are 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 \_\_\_\_\_

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