

Created	September 2011
Updated	August 2017
Issued	August 2017
Final Version	September 2018

Plymouth Community Homes

JOB DESCRIPTION

POSITION: PVCU Fitter
RESPONSIBLE TO: PVCU Surveyor / Supervisor
LOCATION: Within the company's operational area

SUMMARY OF ROLE

Provision of a PVCU installation service for the PVCU manufacturing and installation section or anywhere in the Department as required.

KEY TASKS

- Working within the tight constraints of Health and Safety and adhere to Plymouth Community Homes Health and Safety policy, including all relevant training requirements.
- To train and mentor apprentices in the post holder's craft area, allocate and supervise work, resolving any immediate work problems or disputes as appropriate.
- Carry out all tasks within the remit of a qualified PVCU Installer.
- Responsible for keeping work area tidy and free from waste materials.
- Load/unload materials / windows / doors / waste.
- Check and maintain machinery/power tools / vehicles.
- Assist in general duties.
- Check all manufactured goods are safe and within specified guidelines.
- Ensure property is left in a clean and tidy condition.
- Reading drawings and taking information from specifications, schedules, manufacturer's details, etc.
- Removing old windows and doors with hand and power tools.
- Measuring up the space(s) for the new windows or doors when required.
- Fixing the units in place, making sure they are level and secure.
- Sealing the fittings to make them weather tight.
- Cleaning away leftover materials and making good any damage to indoor timber or plasterwork.
- Carry out tasks of minor structural and general building works.
- To undertake a variety of multi-skilled tasks as required for example:
Safely disconnect/connect electrical supply
Plaster repairs

Wall tiling

Minor plumbing works

Painting/make good

The postholder must also undertake such other duties, appropriate to the grading of the post, as required.

It is a specific requirement of this role for the post holder to pass an Enhanced DBS Check and MOD vetting.

Plymouth Community Homes
PERSON SPECIFICATION
PVCU Fitter

Requirement	Essential	Desirable
Experience	Experience in PVCU Installation	<p>Demonstrable experience of having fitted PVCU products as replacements in properties of various ages.</p> <p>Experience of installation on construction sites.</p> <p>Experience of working within the social housing sector.</p> <p>Commercially aware.</p>
Knowledge	<p>Knowledge of Health and Safety issues associated with the construction industry.</p> <p>A good understanding of equal opportunities including the nature of discrimination in employment.</p>	
Skills / Abilities	<p>Ability to read drawings and take off information from specifications, schedules and manufacturers details.</p> <p>Ability to work beyond normal hours on occasions to assist with emergency situations.</p> <p>Ability to produce a high standard of work.</p> <p>Ability to work in all weather conditions.</p> <p>Ability to work in and on various sites.</p> <p>Ability to work on own initiative.</p> <p>Ability to work under pressure and as a team member.</p> <p>Ability to develop and maintain good relationships with colleagues, Trade Unions and outside organisations.</p> <p>Ability to work within corporate policies.</p>	

Qualifications	NVQ 2 in Fenestration Installation Full Driving Licence and the ability to drive a company vehicle and comply with the requirements of the company insurers.	
Physical Requirements	Ability to work in and on various sites. Working at heights, ie steps, ladders and scaffolds Ability to carry out manual handling operations.	

Note: PCH is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfill the criteria for, and undertake the duties, of its jobs.

GENERAL RESPONSIBILITIES

1. Confidentiality

The post holder must maintain confidentiality of information about staff and residents and Plymouth Community Homes and Plymouth Community Homes Manufacturing Services Ltd (hereinafter referred to as PCH) business and be aware of the Data Protection Act 1998.

2. Standards of Business Conduct

PCH expect all employees to maintain the highest standards of personal and business conduct at all times. The handbook sets out the PCH expectations under sections: Code of Conduct and Declaration of Interests, copies are available from the Human Resources Department at Plumer House.

3. Health & Safety

The post holder should be aware of the responsibility placed on employees under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment.

4. Equality & Diversity

PCH is opposed to direct and indirect discrimination and aims to promote equal opportunities. Any employee of PCH is required to treat all colleagues, customers, stakeholders and partners equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

All employees must abide by these principles and comply with PCH policies and strategies in support of these principles which may be issued from time to time by PCH.

5. Training and Development

To attend appropriate training courses and supervision meetings as required.

6. Communication

To attend staff and team meetings.

7. Risk Management

Consider and follow the PCH Risk Management processes when participating in service planning and delivery.

PURPOSE OF A JOB DESCRIPTION

This is a description of the job as it is presently constituted. Job descriptions are reviewed and updated when considered necessary to reflect any changes to the job being done and to incorporate changes. Employees will be consulted on any changes in their job description in a meeting with their line manager. If agreement is not possible PCH reserves the right to insist on changes by adding to, taking away or substituting duties; provided that in doing so we do not change the fundamental nature of the post.