

# Job Profile

## Carpet Fitter/Floor Layer

Within Building Services, Enterprise and Environment

<b>Post Title:</b>	<b>Carpet Fitter/Floor Layer I528.01</b>
<b>Reports to:</b>	Flooring Supervisor
<b>Grade:</b>	<b>TD4</b>
<b>Job Purpose:</b>	To make sure that the Floor Coverings throughout Fife Council Properties are of a safe and sound nature and so that they are able to keep up the appearances of the Building to a standard acceptable to the Client and Public users of the Properties
<b>Key Tasks &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>• Carry out all aspects of floor coverings and floor preparation; this includes traditional carpet with gripper and underlay, industrial/contract carpet, carpet tiles, linoleum and vinyl, wet floors, laminate flooring, screeding and plywood to floors.</li><li>• Use, maintain and store all materials, relevant tools and equipment in a safe manner.</li><li>• Learn new techniques with training as necessary</li><li>• Setting out new work as appropriate to the floor laying/carpet fitting task using relevant machinery without Supervision.</li><li>• You should have a good understanding of the work of other trades which is essential to maintain the flexibility of the Service.</li><li>• Instruct others on aspects of the floor laying / carpet fitting task where appropriate</li><li>• Works will generally be within Council Housing Stock, Public Buildings or Housing Association Stock.</li><li>• You will require regular elements of Manual Handling, bending, lifting, kneeling and occasionally working in confined spaces.</li><li>• Interpret and work from all instructions, drawings and specifications as appropriate to the floor laying/carpet fitting task. Ensure all works are carried out in accordance with instructions, and where required by drawings and specifications ensuring at all times you adhere to British Standards Codes of Practice and other associated regulations.</li><li>• Liaise with and carry out instructions from the Supervisor/Co-Coordinator on building works and keep up to date and accurate records of your work progress.</li></ul>

	<ul style="list-style-type: none"> <li>• Be aware of Health and Safety Regulations and act on them appropriately. Comply with relevant legislation and regulations and the Council's and Building Services Policies on Health and Safety and Codes of Practice.</li> <li>• You will be required to work effectively and efficiently to the highest standards. This will entail participating in a labour management system. Your involvement will be to read and understand work orders, filling in relevant details, in accordance with work recording instructions, on the completion of works maintain a good performance. This should be achieved by carrying out the work detailed within the allocated times.</li> <li>• Carry out other tasks such as bolt on skills within the general scope of the post as may be allocated from time to time.</li> <li>• Comply with the Council's Scheme of Administration and Standing Orders. Contribute to the achievements of the Council's Corporate Aims and Values.</li> </ul> <p>This job profile indicates the main responsibilities of the post and is not an exhaustive statement. It will be subject to review and may be amended from time to time.</p>
<p><b>General Tasks &amp; Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Uplift the old/existing Floor Coverings ready for the Labourer to take away.</li> <li>• Prepare Floor by means of screeding or fitting plywood to sub-floors</li> <li>• The laying of a variety of new Floor Coverings including laminate flooring, carpet tiles, contract/industrial floor coverings, linoleum and vinyl's, traditional carpet with gripper rod and underlay.</li> <li>• Day to day maintenance lines e.g. small repairs to the Floor Coverings including re-gluing carpets and re-fitting carpet trims.</li> </ul>
<p><b>Special Conditions:</b></p>	<p><b>N/A</b></p>

# Person Specification

## Carpet Fitter/Floor Layer

Attributes	Essential	Desirable	Assessment
<b>Experience</b>	To be time served.	Local Authority Experience.	Application Interview
<b>Education, Qualifications, Training and Professional Memberships</b>	Completion of an appropriate Apprenticeship.	City and Guilds or equivalent.	Application Interview Certificates
<b>Skills, Abilities &amp; Knowledge</b>	Ability to work on your own with a minimum of Supervision.  Ability to prioritise, meet targets and respond positively when under pressure.	Previous Employment where the work element included both industrial and domestic repairs and maintenance.	Application Interview
<b>Interpersonal &amp; Communication Skills</b>	Customer orientated attitude.  Good Communication Skills.  Patience and understanding in the Community and particularly with specific groups such as the elderly or disabled.		Application Interview
<b>Health &amp; Physical Attributes</b>	Ability to provide a regular and effective service		Pre-employment health screening
<b>How We Work Matters</b>	<a href="#">OD12 How We Work Matters</a> The above document details which behaviours are required for successful performance in the role.		Application Interview

# Directorate Information

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## Building Services

Building Services provides Fife Council with a 24 hour, 365 day a year repairs, maintenance and construction development service. We have a large and highly skilled workforce undertaking all mainstream trade activities, and delivering quality works at competitive prices through a best value partnership with Property Services.

We play a key role in supporting Fife Council to meet current challenges and community objectives. These challenges and objectives are:

- to be a top performing Council
- to be the leading green Council
- to put customers at the heart of what we do
- to support the local economy

At the same time, however, Building Services make significant working efficiencies, reduce management costs, maximise productivity and maintain customer satisfaction.

Building Services are part of the Enterprise & Environment Directorate. Our mission is to achieve “customer satisfaction through excellence” and ensure that the Council receives best value construction work through genuine partnership engagement with clients and local contractors wherever possible.

Despite the current financial context and significant changes to Building Services management structure we have doubled our workload in the last five years and anticipate a turnover of £100m this financial year. Although all areas of the business have developed, the main growth areas for the service have been gas servicing and repairs, new build projects, heritage works and housing component replacements.

In the current climate, Building Services offer Fife Council complete security on construction works through agreed competitive fixed prices, quality workmanship, a rigorous health and safety management regime and a commitment to meet both the client’s project goals and Fife Council’s objectives with particular regard to sustainability and support of the local economy.

Building Services are a dynamic responsive organisation that has seized the opportunity to provide Fife Council with best value operations at a time of high risk in the construction industry. Through a skilled workforce, a commitment to the green agenda, significant community benefits, a focus on customer care, partnership working and competitive prices we are making a real difference to the maintenance and development of the Council’s property assets in the most challenging of times.