

Job Description

Job title	B&C New Works Floor Layer	Date April 2025
Reports to (title)	B&C Lead Supervisor	
Contract/Department	AWE	Revision
Location	Aldermaston	

Job purpose

Describe the overall purpose of the job in two or three sentences.

We are seeking a qualified/experienced floor layer to install Vinyl/Lino/Karndean and carpet tiles within the Building Fabric new works team. The role will be to support our flooring Supervisor with flooring remedial/replacement or new Projects involving uplift, preparation, Latex, screeding, vinyl/lino installs including carpet uplift and new tile install.

We require the individual to be pro-active and flexible with regards to carrying out works in order to provide a safe and high-quality service. Be willing to receive additional floor laying training so tasks can be completed in all areas of the site and client requirements.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Support the team in connection with all flooring works onsite
- Implementation of policies, procedures and standards necessary to maintain the operational activities and to provide a high quality service to the customer
- Support the line manager in the implementation of a programme of ongoing planned New Works across the contract in order to ensure a high standard of service
- Respond rapidly to short-term issues arising from existing contracts and tasks
- Ensure that the day to day operations are conducted to the highest standards in order to satisfy and maintain company defined standards
- Ensure compliance to all site and company safety standards, taking into account all legislative and regulatory requirements
- Be fit and willing to carry out specific training for working within controlled areas including radiological and beryllium area
- Conform to changes in existing or new company policies and procedures, and local work instructions
- Any other reasonable duties as requested by Line Management

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

The job holder will be accountable for carrying out tasks its satisfactory completion. As such, they must be keen, enthusiastic, and willing to learn from their immediate supervisor.

- Good all round knowledge of Floor laying / Building fabric trades is advantageous.
- Qualifications in floor laying is desirable, willing to undergo training and add qualifications is a requirement
- Excellent level of interpersonal and communication skills, with the ability to liaise with customers and staff at all levels in both written and spoken English.
- Willingness to train, update and improve themselves for the benefit of the contract.
- The ability to establish, implement and monitor high standards of excellence in areas of quality, safety and operational performance.
- Must be self-motivated, a team player and resilient under pressure.
- Flexible approach to all duties and be able to work on own initiative.
- Ideally a floor laying background and NVQ/specialist floor install qualifications
- A recognised relevant qualification such as City & Guilds, ONC or BTEC Level 3
- Knowledge of maintenance practices, technologies and techniques in your current trade
- Knowledge of the Health and Safety at Work Act.
- Understanding and implementation of work control documents.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Must obtain and maintain required level of security clearance

Line Manager Signature	
Print Name	
Date	

Job Description

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	