

Job Code:102

Trainee Finisher

Reporting to: Finisher/Site Manager/Contracts Manager

Purpose: Organise and oversee all finishing works on site

Achieving Results

- Control of programme
- Quality control
- Cost control
- Site presentation
- Material delivery and control
- Sales/Customer liaison
- Liaison with external agencies
- Health, Safety and environment

Managing the Process

- Oversee all finishing operations on site, working to agreed completion and handover programmes. Carry out handover inspections and ensure snagging works identified are completed within agreed time scales.
- Call off and progress material delivery, monitor quality and quantity of deliveries, record and return material and plant delivery to office in accordance with Company procedures.
- Liaise with NHBC, Building Control, Highways and Water Authority Inspectors to ensure technical compliance and programme.
- Assist in safety management of site, taking direct responsibility for operations under their control, liaise with Site Manager and Safety Manager.
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal and External)

- Represent the Company to its Clients in an efficient, responsible and pleasant manner. Deal with Client complaints promptly when needs arise. Liaise with sales representatives over all matters involving Clients' requirements.

Delivering Quality

- Monitor the quality of work to ensure technical compliance and compliance with Company quality standards.

- Ensure that Sub-contractors “extras” are minimised and that re-work is avoided. Avoid material wastage.
- Ensure that site is kept tidy and that the site is presented to the public in a clean, tidy workmanlike manner.

Managing People

Comply with Lovell Policy and Employment Legislations, relating to;

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

Regularly Communicate

- Liaise with site manager and assistant site manager on plots to be completed and when to meet the programme of handover. Present dwellings to customers and clients for inspection

Give and Receive Feedback

- Participate in annual and interim Performance & Development Reviews with your line manager

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Knowledge of NHBC Regulations			
Knowledge of Building Regulations			
Knowledge of good trade practice			
Understanding of quality standards			
Knowledge of Health and Safety Regulations			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site on SharePoint. Full course descriptions explaining the content of these courses are also available on SharePoint.

Name of Mentor Appointed by Operations Director _____

- Regional Induction
- Service First
- CSCS Card
- PAVES – 2 years review

- Paslode Nail gun
- Abrasive wheels
- NHBC – Defects Prevention 2 day course - 5 yearly
- Face Fit Awareness
- First Aid - 3 day (Initial) thereafter 2 day refresher every 3 years
- Defibrillator Briefing
- Customer Journey Training – within 6 months
- eLearning:
 - HR/Morgan Sindall (Bribery Act, Competition Law etc.)
 - Sustainability Awareness
 - Asbestos Awareness
 - Sharps Awareness
 - Manual Handling
 - Customer Care
 - Considerate Constructors – All modules including Mental Health & Women in Construction Within 6 months
- Project Plus – overview on induction
- Scaffold Awareness
- Asbestos Awareness – Tutor Session – every 3 years
- Fire Marshal – every 3 years
- Sharps Handling – every 3 years
- Manual Handling (Practical) – every 3 years
- Diversity in The Workplace – within 6 months/Year
- PASMA – every 3 years
- SEATS – Environmental Awareness – every 5 years
- Ladder Training
- Lone Worker – Susie Lamplugh Training
- Driver Training (If applicable - dependant on annual mileage)

Optional:

- Mental Health TBT/Workshop