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| **Job title** | Trainee Hoist Installer / Hoist Installer |
| **Responsible to** | Hoist Installer / Lead Hoist Installer |
| **Responsible for** | No staff responsibility |
| **Job purpose** | Working under the instruction, training, and guidance of hoist installer to assist with the installation, modification or dismantle of hoists. |

**Main duties and responsibilities**

* To work under and follow the instruction, training, and guidance of the hoist installer / lead hoist installer to assist with the installation, modification or dismantle of hoists.
* To complete relevant paperwork as directed
* To carry out daily, weekly and monthly checks as directed.
* To undertake general yard/workshop duties as required.
* To clean equipment as required
* To undertake inventory of equipment as required
* Promote and comply with Company policies and procedures on equal opportunities and health, safety, environment, and quality both in the delivery of services and the treatment of others.
* Responsible for improving your performance by participating in the Employee Review process with your manager.
* Work as a member of a self-managing team with a sense of collective responsibility and purpose and to provide support and advice to colleagues
* To advise the line manager about possible future service needs to make sure that all resources are adequately planned for and managed.
* To make sure that any financial resources or assets are used effectively.
* Undertake any other duties as may reasonably be expected within the scope and skill of the post and as required by management.
* Must not undertake tasks that you are not trained, authorised or permitted to carry out and which could potentially cause harm to yourself or others.

This job description shows the principal responsibilities of the job at the date of issue. The job description will be updated from time to time, in conjunction with the job holder, to reflect changes. Reasonable adjustments will be considered in line with the Equality Act.

**Training, experience, qualifications, specialist knowledge/skills and abilities**

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| **Post title** | Trainee Hoist Installer / Hoist Installer | |
| **Essential** | | **Desirable** |
| * Manual handling trained * Construction experience * Work at height experience | | * Full valid UK driving licence Relevant and up to date CSCS card * Work at Height training * Safe use of harness and lanyard training * Hoist, Mast Climber & Scaffolder experience * Rescue at height training |

**Limitations (i.e., do not have authority to carry out the following)**

* Weekend work without authorization of your supervisor.
* Dismissal of operatives.
* Recruitment of operatives.
* Purchase of materials/equipment.
* Hiring of materials and vehicles.
* Placing of orders for goods or services.
* Health and Safety – do not allow / instruct operatives to work in an unsafe manner, or to work where the correct procedures have not been implemented (e.g. Permit to Work etc.)

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| ACCEPTED BY EMPLOYEE | **Sign:** | **Date:** |
| **AGREED ON BEHALF OF**  **ALLIED MAST CLIMBERS & HOIST LTD** | **Sign:** | **Date:** |