**Job Description – Working Foreman/ Carpenter**

Full time (40 hrs/wk Monday-Friday), permanent.

P.F.Parsons Ltd is looking to recruit an on-site Working Foremen/Carpenter to assist our successful team as the company continues to grow with a full order book. You will be working on a range of high-end projects including renovations, refurbishments and new-builds across the mostly residential sector.

We are a dynamic building company based in the village of Hindon on the Wiltshire, Dorset and Somerset borders. We have a large and varied local client base primarily built on word-of-mouth and reputation, extending to a circa 20mile radius.

You will provide a vital role within our business, ensuring the smooth running of projects you are working on which will include regular contact with the office, liaising with any relevant professional personnel (e.g. architects, Building Inspectors, etc.) and directly with clients. We are seeking someone who has 10+yrs experience within the construction or property management industry with excellent knowledge of Health & Safety and Building Regulations.

**Main responsibilities**

* Lead staff on projects including:
  + Pre-ordering materials
  + Organisation/allocation of plant/equipment to site
  + Organisation of sub-contractors
* Ensure the Construction (Design and Management) Regulations are adhered to via liaison with office staff
* Liaise with clients and ensure they are kept well informed of progress on projects at all stages
* Carry out general construction works as required as well as carpentry works
* Ensure any site visitors comply fully with all relevant sections of the Company Health & Safety Policy
* Ensure that works do not cause a nuisance to any members of the public
* Work alongside other tradesmen and subcontractors and assist with the training of apprentices
* Assist with site deliveries and removal of waste
* Prepare worksheets if required
* Arrange plant hire/welfare facilities and returns
* Retain written records for invoice/quotation purposes
* Ensure all jobs have PFP Ltd signage
* Attend work planning meetings and liaise with directors

**Person specification**

**Qualifications**

Level 3 (ideally Level 4) NVQ in Carpentry/Joinery

10yrs experience in the trade

**Experience**

* At least 2-3 years in a Facilities Management / Construction / Building Services / Foreman Management position.
* Solid understanding of construction technology and M&E building services.
* Good understanding and working knowledge of relevant legislation and statutory requirements including CDM Regulations, Asbestos Regulations, Planning and Building Regulations and related compliance requirements.
* Capable of interpreting technical specifications, drawings and documents – and converting that knowledge into clear and actionable plans.
* Well organised and has excellent communication skills to enable the flow of information between all parties to the project.

**How you will be rewarded**

* c£45,000.00
* Annual leave entitlement of 28 days inclusive of all public holidays
* Company van
* Company pension contribution
* Professional development and chance to gain further qualifications

**How to apply**

Should you require any additional support with your application please get in touch via [janey@pfparsons.co.uk](mailto:janey@pfparsons.co.uk) or 01747 820422.

Please forward all applications to [janey@pfparsons.co.uk](mailto:janey@pfparsons.co.uk). Applications are to include an up to date CV and a covering letter.