

**1.0 BASIC FUNCTION**

- 1.1.1 The basic function of a Fitter is to safely and efficiently assist the foreman with the installation or service of a commercial fire prevention system.

**2.0 REPORTING RELATIONSHIPS**

- 2.1.1 The Fitter reports to and is accountable to the foreman of the company.

**3.0 DUTIES AND RESPONSIBILITIES**

- 3.1 Making it understood that **“the customer is our first priority”** and that each employee is here to support that priority.
- 3.2 Maintain a good working relationship with the customer, inspectors, and other site contractors and or location employees.
- 3.3 Report to work (or available for pick up) at designated time and place.
- 3.4 Follow company safety procedures at all times.
- 3.5 Follow company rules at all times (refer to manual or ask question if unsure).
- 3.6 Listen to and follow the directions of the foreman.
  - 3.6.1 Service or install according to directions provided by foreman.
- 3.7 Inform foreman of job materials needed in advance (so you do not run out of supplies or materials while completing scheduled work).
- 3.8 Inform foreman of any problems that arise that affect the quality or continuation of the job or service work (If something affects your ability to proceed with your scheduled work).
- 3.9 Review hours worked with foreman and sign weekly timesheet and complete requested information (at this time on contract jobs review materials needed with the foreman so you will have materials, supplies and tools on hand when needed to continue or complete the job).
- 3.10 To keep company tools and equipment in good working condition (each employee will be responsible for providing their own personal work boots. Any short-term exceptions to this policy must be approved by the project manager).
- 3.11 To keep work area in a safe, clean and organized manner (especially at the end of the scheduled day or on completion of the service).
- 3.12 Attend meetings as necessary and required.
- 3.13 Any other duties or task assigned by the foreman.

**4.0 MEASURES OF PERFORMANCE**

A Fitter of the company shall be deemed to be performing in an acceptable manner when, in the opinion of the foreman, the listed duties and responsibilities have been followed or completed.

- 4.1 That the Fitter readily follows the direction of the foreman.
- 4.2 That the Fitter completes the assigned tasks as requested.
- 4.3 That the Fitter completes the assigned tasks in the time requested.
- 4.4 That the tasks completed are deemed satisfactory in the opinion of the foreman.
- 4.5 That the Fitter demonstrates a positive attitude towards the job and fellow workers.
- 4.6 That the Fitter reports to work on the scheduled days and at the designated time.

**5.0 Acknowledgment**

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that the Foreman retains the right to change this job description at any time.

By signing, I acknowledge I have received a copy of these duties for my personal reference.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Foreman Signature

\_\_\_\_\_  
Date