

Role Details			
Role Title	Floor Layer	Section	Flooring (BA4088)
Division	GCC Division	Report To	Logistics and Installations Manager
Grade/Salary	£38,313 per annum	Date Completed	April 2026
Company Overview			
<p>City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.</p> <p>City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.</p> <p>Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We currently hold Investors in Young People Platinum award, an award we are immensely proud of as it recognises our focus on investing in and growing a skilled staff base</p> <p>Our Values</p> <p>Excellence: to deliver quality in everything we do.</p> <p>Honesty: to be open, honest and transparent with all stakeholders, promoting partnerships and sustainability.</p> <p>Trust: to be trusted by our employees, clients and partners.</p> <p>Inclusion: we are a welcoming, diverse and supportive organisation, that supports all to reach their full potential by building trust.</p> <p>Community: to play an important role in the communities of Glasgow we serve. Providing first class services together with jobs and training opportunities for local people.</p> <p>Ambition: to build a culture of excellence, through continuous improvement to deliver outstanding services for all of our customers. All whilst being an employer of choice within the city providing high quality and skilled jobs.</p> <p>Our Vision</p> <p>Our residents, customers and partners will recognise us as delivering outstanding levels of customer focus, quality and value. We will play a key role in supporting our members to address our common priorities through our unwavering focus on resident/customer resident satisfaction, resident/customer value and resident/customer trust. In doing so we will be recognised by our residents, customers and partners as playing a significant role in making Glasgow a great place to live.</p>			

Role Summary

A City Building Floor Layer is a valued member of the organisation carrying out a wide range of flooring works to domestic and non-domestic properties. Based within GCC Division's Flooring Section, you will be involved in all the various aspects relating to floor laying and will work as directed in respect of all the operational areas within the Flooring Section.

A floor layer plays a key role in the delivery of an effective and efficient service. You will develop an overall knowledge of City Building, which strives to deliver excellent customer service to our clients.

Duties will include,

- To measure and draw up carpet and vinyl specification for various properties
- To draw up cutting lists for carpet and vinyl to ensure minimum wastage
- To carry out preparation to floors prior to fitting material
- To fit carpets and vinyl to domestic and non-domestic properties
- To ensure that all carpets and vinyl are fixed in a professional manner
- To ensure that all floor covering accessories are fixed in a professional manner
- Removal and safe disposal of old flooring product

The role involves working for various clients, members of the public, and vulnerable individuals. Therefore, you must be polite, courteous, and professional always.

You must maintain a clean and tidy work area, dispose of all waste after completing the work, and ensure all moved customer items are returned to their original position.

You will always operate within the framework of the LLP terms and conditions and with due regard to all Health, Safety and environmental legislation.

You will be required to add value to the Flooring Section but may be expected to contribute across all spheres of the business as appropriate.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Preparation Works	<ul style="list-style-type: none">– Organising and planning works.– Engaging with all stakeholders to ensure works are carried out safely and efficiently.– Relocation of furniture and equipment (where required) to allow works.– Removal and safe disposal of old flooring product.– Competent preparation of sub floor to the manufacturer/client's specification.– Always Undertake good housekeeping (removal of all waste on completion of works).
Fitting of Flooring	<ul style="list-style-type: none">– Organising and planning works.– Engaging with all stakeholders to ensure works are carried out safely and efficiently.– Competently carry out the installation of a wide range of flooring products to the manufacturer/client's specification.– Reinstall furniture and equipment (where required) on completion of works.– Always Undertake good housekeeping (removal of all waste on completion of works).
Engaging with clients, members of the public, and tenants	<ul style="list-style-type: none">– Accurately record information on paperwork or into City Buildings systems where required.

	<ul style="list-style-type: none"> - The role involves working for various clients, members of the public, and vulnerable individuals. Therefore, you must be polite, courteous, and professional always.
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> - Ensure that you are complying with internal policies, procedures, and relevant regulations. - Comply with and implement all City Building Policies and Procedures. - Act ethically and with integrity.
Health and Safety	<ul style="list-style-type: none"> - To carry out work in accordance with the Health and Safety at Work Act 1974. - To ensure that all Health and Safety requirements are adhered to. - Report all Incidents and Accidents at the earliest opportunity. - Ensure a safe working site at all times. - Ensure wellbeing is a priority. - Be aware of the risks caused by Asbestos.
Key Behaviours and Competencies	
Our Admin Assistant will demonstrate the following behaviours and competencies:	
Behaviours and Competencies:	Includes the Requirement to:
Organisational	<ul style="list-style-type: none"> - Ability to manage multiple tasks and priorities, ensuring deadlines are met and operations run smoothly. - Manage and prioritise multiple duties simultaneously, keeping track of resources, documentation, and timelines. - Ensuring all flooring duties are completed in a timely manner. - Taking proactive actions to anticipate needs, address potential issues, and processes.
Communication	<ul style="list-style-type: none"> - Provide clear communication and updates as required. - Provide clear feedback as required.
Attention to Detail	<ul style="list-style-type: none"> - Ensure all data details are recorded accurately, minimising errors that could impact the scheduling or execution of work and be utilised for future reference, and audit purposes. - Ability to accurately perform tasks, notice discrepancies, and ensure all aspects of systems or processes are handled properly.
Trust and Confidentiality	<ul style="list-style-type: none"> - You must ensure that any sensitive information is handled confidentially and responsibly. - Build and maintain trust with all stakeholders by consistently handling confidential matters with professionalism and respect.
Ethical and Professional Integrity	<ul style="list-style-type: none"> - Able to demonstrate honesty and transparency in all professional dealings. - Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.

Person Specification

You will be fully qualified Floor Layer and have a broad knowledge of installing a wide range of flooring products. You will be experienced working on your own initiative but must be able to work as part of a team always following instructions and procedures

You will ideally have proven experience working within a busy team and be accustomed to working to tight deadlines. You will have a positive approach to work and have excellent communication, interpersonal, and organisational skills.

Holding a full UK driving licence is advantageous as you may be required to drive in this role.

You will always represent the interests of the LLP, be conversant with the business area's processes, bring an innovative approach to new developments, and will be committed to development on a personal basis.

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

Requirements

Qualifications / Licence / Certification / Experience level...

- Fully qualified Floor Layer
- Proven experience in working in domestic and non-domestic properties
- Proficient in the installation of a wide range of flooring products
- A relevant qualification/certification in Floor Laying
- Experience in arranging work and dealing with tenants
- A full UK driving licence is advantageous

Interdependencies

- Flooring Section Management
- Other City Building Work Centres who request asbestos removal / repairs
- WHG Repairs Officers / Housing Officers
- All personnel within City Building, Wheatley Housing Group, and Glasgow City Council involved directly or indirectly

Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will always operate within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.