

RJA Panel

1. Md. Jalil,
Skilled Worker, CISC
2. Md. Abdul Haque, Skilled
Worker, Construction ISC
3. Md. Nur Islam,
Skilled Worker, CISC
4. Md. Ruhul Amin,
Skilled Worker, CISC
5. Md. Manzur Ahmed,
Skilled Worker, CISC
6. Md. Selim Uddin
Skilled Worker, CISC
7. Md. Zia Uddin
Skilled Worker, CISC
8. Md. Hasan
Skilled Worker, CISC
9. Md. Babul
Skilled Worker, CISC
10. Md. Soleman
Skilled Worker, CISC

RJA Facilitator

Engr. Md. Belayet Hossain
Manager-PTP Lead Training,
Output-1 (SEP-B)

Engr. Md. Anisuzzaman
Training Coordinator, Output-3,
SEP-B

RJA Recorder

Iftakharul Alam Khan
Project Officer, SEP-B

Rapid Job Analysis of Tiles Fitter



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**Skills and Employment Programme-
Bangladesh (SEP-B)**



Results For The Real World

Duties and Tasks

A. Practice Occupational Health and Safety (OHS) Procedure in the Workplace:

A1. Follow safety signs and regulations	A2. Apply personal protective equipment	A3. Control housekeeping hazards	A4. Apply first aids on minor injuries	A5. Control Electrical Hazards	
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B. Apply Fundamental Skills in Tiles Fixing Work:

B1. Interpret Drawings and Specifications	B2. Apply Hand Tools and Power Tools	B3. Take Measurement of a Rectangular Shape	B4. Take Measurement of a Circular Shape	B5. Identify commonly available floor/wall tiles	B6. Calculate the numbers of tiles required for a given floor/wall area
B7. Perform leveling of working surface	B8. Prepare Surface for Tiles /Marble Fitting	B9. Prepare cement grouting	B10. Prepare mortar with cement and sand	B11. Prepare appropriate color mixture	B12. Maintain tools and equipment

C. Perform Tiles Works:

C1. Lay tiles on the floor	C2. Lay tiles on the wall	C3. Lay tiles on the round pillar	C4. Lay border tiles on wall	C5. Lay design tiles on wall	C6. Lay mosaic tiles
C7. Lay PVC tiles	C8. Cut tiles as per measurement	C9. Apply cement pest on tiles joint	C10. Repair tiles works		

D. Perform Marble Works:

D1. Cut marbles according to the measurements	D2. Lay marble on the floor	D3. Lay marble on the wall	D4. Perform molding of marbles	D5. Perform polishing of marbles	D6. Repair marble works
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E. Perform Mosaic Works:

E1. Identify the materials for mosaic works	E2. Prepare mortar for mosaic works	E3. Prepare the surface for mosaic works	E4. Identify pattern for mosaic	E5. Apply grout mixture on the surface	E6. Perform safety casting on mosaic surface
E7. Apply casting on mosaic surface	E8. Fix glass (separator) in mosaic works	E9. Finish mosaic surface	E10. Seal the mosaic with varnish		

F. Perform Communication:

F1. Communicate with supervisor /workers	F2. Assist supervisor to prepare work schedule	F3. Receive instruction from Supervisor for day to day works	F4. Provide instruction for cleaning the workplace	F5. Provide instruction to apply safety measures	F6. Communicate over telephone
F7. Write progress report of the work	F8. Keep self and workers' attendance records	F9. Locate the site and give instruction to others			

G. Develop Professionalism:

G1. Take advice from supervisor	G2. Participate in trainings	G3. Attend meetings	G4. Work with the specialized skilled worker	G5. Visit new sites	G6. Explore new opportunities of learning
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Additional Information

<u>Worker Traits</u>		<u>Entry Requirements</u>	<u>Career Paths</u>
<ul style="list-style-type: none"> • Punctual • Physically / Mentally healthy • Physically strong • Male / Female • Good Communication Skill • Quick Learner • Honesty • Good attitude • Eagerness 	<ul style="list-style-type: none"> • Commitment • Patience • Disciplined • Attentive • Good conduct • Self Interest • Concentration on work • Friendly • Co-operative • Reliable 	<ul style="list-style-type: none"> • Male / Female • Grade 5 Dropouts or equivalent • Ability to read and write <p><u>Duration of Training</u> 2-3 months 04 hrs/day</p>	<p>Tiles and Marble fitter Sr. Tiles and Marble fitter Foreman/Supervisor Contractor</p> <p><u>Future Trend</u> This sector is growing rapidly Employment demand is increasing</p>

<u>Tools and Equipment</u>		<u>Personal Protective Equipment</u>
<ol style="list-style-type: none"> 1. Hand Grinding Machine 2. Chain pulley 3. Measuring tape 4. Dial indicators 5. Trowel 6. Plumb bob 7. Chipping hammer 8. Tiles cutter 9. Hammer 10. Try square 11. Level pipe 	<ol style="list-style-type: none"> 12. Shovel 13. Mortar pan 14. Bucket 15. Wire brush 16. Cue box 17. Fire extinguisher 18. Mixing board 19. Spirit level 20. Grinder 21. Grinding stone 	<ol style="list-style-type: none"> 1. Mask 2. Hand Gloves 3. Safety shoes 4. Apron 5. Helmet 6. Goggles 7. Ear plug

<u>Related Knowledge</u>	
<ol style="list-style-type: none"> 1. Introduction of tiles fitter and its scope 2. Use of different hand tools and machinery 3. Understanding of drawing and specification 4. Application of different types of tiles 5. Safety precaution 6. Different types of materials uses in tiles fixing works 7. Proper leveling adjustment 	<ol style="list-style-type: none"> 8. Estimating and costing 9. Working arrangement 10. Work Plan 11. Simple maintenance works 12. Storing