

# Job Description & Person Specification

## ORC Estates – Reliability Maintenance Engineer



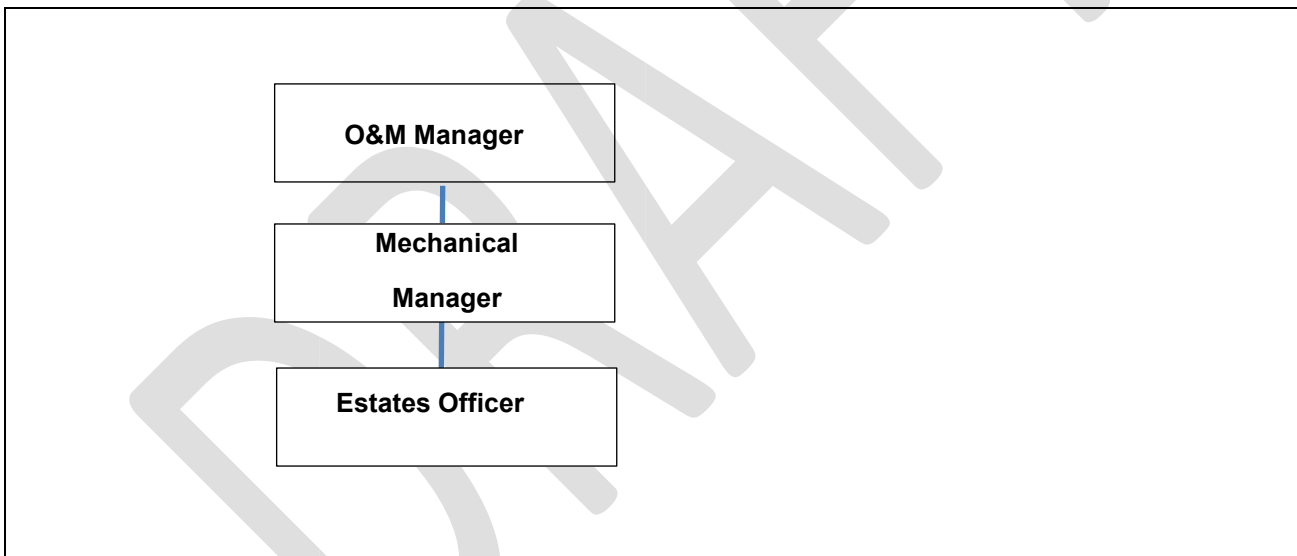
Function	Sodexo Healthcare: Hard FM
Position	Technical Manager - Mechanical
Job Holder	
Date (in job since)	
Immediate Manager (N+1 Job title and Name)	Mechanical Manager
Additional Reporting Line to:	Head of Estates, O&M Manager, Commercial Manager, Lifecycle Manager
Position Location	Manchester University Foundation Trust – Oxford Road Campus

<b>1. Purpose of the Job</b> – State concisely the aim of the job.
<p>This is an exciting role with the responsibility of keeping the Estates and Clinical User Areas available and functional when unexpected plant breakdown occurs within the major Engineering kit as well as part of the Lifecycle Plan.</p> <p>To react to unexpected faults on Critical Engineering Plant and BMS Control and Monitoring Systems, put in place immediate plans to assure the User/Clinical areas continue to function and be available, and program deliver the final resolution to the unexpected faults.</p> <p>The role reports directly to the Mechanical Manager and will have a dotted line into the Head of Estates, O&amp;M Manager and Commercial Manager. There is a need to build a trusted supply chain network capable of delivering fast &amp; efficient services and the potential to build an internal small team capable of delivering the needs to meet the organisations requirements.</p> <p>Our role within the PFI is Service Provider, our Lifecycle Partner is limited in resources on site, when assets fail it is our contractual obligation to keep areas functional, safe and available for Patient Care.</p> <p>The role is pitched at the level of HTM Authorised Person with a competitive salary, and would be ideal to an Engineer with an excellent track record of fault diagnosis.</p>

**2. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue £tbc	EBIT Growth	tbc	Growth N/A type:	Outsourcing rate	N/A	Region Workforce	tbc
	EBIT Margin	tbc		Outsourcing Growth rate	N/A	HR In Region	tbc
	Net Income Growth	tbc					
	Cash Conversion	tbc					

**3. Organisation Chart**



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

**Main Responsibilities**

- Support in the management & delivery of all lifecycle works, repairs and urgent works on site to all plant & equipment and following the detection of faulty operating problems and assisting with the water safety side of shutdowns. Reporting back to and working with the Mechanical, Project and O&M Managers on a regular basis and ensuring all aspects including Asset management processes and O&M documentation are followed, completed and in place.
- Ensure the all works are managed from conception to completion and that all staff and contractor safe managed in their work.
- Assure the requirements of the Healthcare Technical Memorandums, British Standards, ACoP's and General Good Industry Practice are always applied.

Overall responsibility for complex engineering plant, equipment and services throughout the Hospitals Sodexo facilities and other properties covered by the Service Level Agreement.

- Have extensive knowledge, experience and appropriate qualifications in one's own discipline and a working knowledge of others and be able to demonstrate competence in these disciplines.
- Have extensive knowledge in carrying out maintenance and testing specialist plant and equipment including steam heating systems, Ventilation & Mechanical WET systems and water.
- Maintain, test, diagnose and ensure the repair of faults in complex mechanical installations, plant, control systems, and equipment dealing with new situations as they arise and passing on knowledge to others.
- Investigating the underlying causes of breakdowns or failures and identifying and arrange the undertaking of Lifecycle Notifications and subsequent works.
- Management of the direct labour and subcontractors to resolve issues:
- Provide technical information and support to the Mechanical Manager, Operations & Maintenance Manager and other Estate's personnel.
- Work with the onsite teams, exchanging technical information with non-technical staff negotiating with contractors and suppliers.
- Manage contractors carrying out Estates works to ensure all aspects of the work comply with the specification, terms & conditions, relevant regulations, Approved Code of Practice and Health & Safety requirements.

- Liaise and maintain good working relationships with managers and staff at all throughout Sodexo, MFT and project partners.
- Monitor compliance with Engineering Safe Working Practices as required by Legislation, Regulations and Guidance Notes.
- Responsible for ensuring comprehensive records of all engineering plant, equipment and services are available as required.
- Continuously update their knowledge of technical, legislative, and managerial developments relevant to estate management.
- Collect all data and information necessary to analyse all aspects of the service in relation to estate management, taking into account legislation and future direction of legislation, health and safety, Trust and Sodexo policy. To use data and information in complex forms to benchmark, fault find, predict and analyse system failures with the support of Xempla software (training will be given).
- Develop long term strategic estates operations plans to implement organisational objectives for critical services.

#### **5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Assisting the Estates Management team with the effective management, security and operation of all plant areas.
- Ensuring services managed comply in accordance with the Project Agreement, legislative, statutory and HTM requirements.
- The cost-effective delivery of a Plant rooms systems and services in line with the project agreement and schedules.
- Use of IT systems to include the CAFM and BMS systems to provide, monitor and report data within the Quality Assurance and other management reporting systems.
- Support with the day-to-day management of plant rooms on site
- Provide engineering advice and support for the maintenance of equipment, fabric and utility services for the contract estate.
- Ability to effect fault diagnosis on plant and equipment of a more complex nature.
- Planning and distribution of the workload with the Mechanical Manager, ensuring that work is completed to schedule and the system updated accordingly. Supervision of contractors engaged on repair/maintenance works.
- Support in the management and operation of the Permit to Work system and Safe Systems of work for all those working in plant rooms.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

**Essential Skills / Attributes**

- Experience in the corrective maintenance of all building Services.
- Experience in the management of contracts and contractors.
- Experience in Preparing, scheduling, coordinating, and monitoring assigned technical works.
- Have a working knowledge of all Health & Safety legislation affecting their work.
- Numerate with the ability to manage budgets.
- Good written and verbal communication skills with the ability to write reports.
- Computer literate with the ability to use Microsoft Office Project Management software.
- Ability to plan and programme works to achieve best value.
- Ability to manage, prioritise and plan own workload and deliver work within required time scales and can make decisions.
- Broad based knowledge of engineering services.
- Understanding of Health and Safety at Work regulations.

**Desirable Skills / Attributes**

- Higher qualifications or more extensive relevant experience.
- Driving license
- Sound Knowledge of other associated engineering services in a hospital, Med Gas, Water, Decontamination etc.

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Growth, Client & Customer Satisfaction / Quality of Services provided	Leadership & People Management
Rigorous management of results	Innovation and Change
Brand Notoriety	
Commercial Awareness	
Employee Engagement	
Learning & Development	

**9. Management Approval** – To be completed by document owner

Version		Date	
Document Owner			

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
Signed			

DRAFT