Job Description:
Maintenance Operative (semi-skilled)

Function:	Sodexo Justice Services
Position:	**Maintenance Operative (Semi Skilled)**
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Maintenance Supervisor
Additional reporting line to:	Technical Services Manager
Position location:	HMP Addiewell

1. Purpose of the Job – State concisely the aim of the job.

To carry out maintenance and repairs to ensure the safe and efficient running of the establishment.

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 FY16:	EBIT growth:	Growth type:	Outsourcing rate:	Region Workforce
	EBIT margin:			
	Net income growth:		Outsourcing growth rate:	HR in Region
	Cash conversion:			

Characteristics

3. Organisation chart – Indicate schematically the position of the job within the Organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Head of Facilities Management

Technical Services Manager

Maintenance Supervisor

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.

- To deliver a consistent level of service across site, within the Company's standards, to the contract specification and agreed KPI performance.
- Engage with Sodexo policies, drive participation, cultural transformation and three steps to safety.
- Comply with Company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH.

- Client and customer retention and satisfaction.

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

- To work alongside technicians to carry out essential daily planned maintenance of the safety systems in place
- To carry out general maintenance and repairs to ensure the safe and efficient running of the establishment.
- Participate in the winter gritting and snow clearing rota if required.
- Make safe equipment when awaiting repair.
- Basic wiring and electrical isolations.

Business Development

- Committed to own personal development.
- Willingness to participate in training as required.
- Willing to carry out any reasonable request made to you by your Line Manager.
- To operate within a call out system as directed by the facilities manager
- To be compliant with the Health & Safety at Work Act.1974 regulations
- To participate in mandatory/refresher training as required and to be continually developing.
- To support the Director in delivering the vision for HMP Addiwell, by ensuring that the prison operates effectively with the corporate and local values and vision

Contract Management

- Maintenance Facilities repairs are carried out in a timely manner.
- All work undertaken is carried out safely using good practice.
- Tool management procedures are adhered to.

Financial Management

- To adhere to departmental budgets and cost controls

Service Delivery

- Carry out general fire maintenance repairs and schedules, general maintenance, planned preventative facilities tasks and project work as directed in order to ensure that operational support is provided to the establishment at all times.
- To ensure that all works are undertaken in a safe manner in accordance with good practice and current legislation.
- Be familiar with, and adhere to, tool management procedures as laid down in the Local Security Strategy.
- To undertake project work as directed by the Deputy Facilities manager.
- Supervise prisoner working parties, where applicable.
- To communicate effectively and work productively with all other staff.
- All work to be carried out to the relevant trade standards
- Ensure Health and Safety policies are adhered to at all times.
- Undertake duties, as required, that contribute to the effective operation of the prison.
- To work in accordance with all Sodexo policies and procedures.

Compliance, Environmental, Health & Safety and Risk Management

- Understanding of when it's necessary to seek advice from Head of Facilities and to consult for technical expertise to ensure the correct procedures are followed.
- Managing compliance including standard operating procedures, purchasing, statutory requirements (health and safety).
- Comply with all Company & Client policies, site rules and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness and COSHH. This will include your awareness of any specific hazards in your work area

People Management/Leadership

- Ensuring that HR procedures are followed and ensuring any people related problems are dealt with in line with policy and procedure.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- To ensure that all works are undertaken in a safe manner in accordance with good practice and current legislation.
- All work to be carried out to the relevant trade standards
- Ensure Health and Safety policies are adhered to at all times.
- Undertake duties, as required, that contribute to the effective operation of the prison.
- To work in accordance with all Sodexo policies and procedures.

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

- Understanding of safety rules
- Understanding of health and safety regulations
- Excellent time management
- Efficiency and discretion
- Held a similar role previously or has the skills set required for the position
- Able to pass and enhanced disclosure.
- Excellent teamwork and communication skills

Essential Skills

- Use of power tools
- Use of hand tools
- Driving license
- Basic electrical isolations

Desirable

- Basic knowledge of plumbing
- Basic knowledge of joinery

- IPAF
- PAT testing
- Legionella awareness

Competencies

- Planning and Organisation
- Working with others
- Continuous improvement

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	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
■ Learning & Development	