Oper

Job Description:
Multi-Skilled Engineer (Air conditioning)

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| Function: | Operations. Corporate Services.  |
| Position:  | Multi-Skilled Engineer (Air conditioning)  |
| Job holder: | TBC |
| Date (in job since): | N/A |
| Immediate manager (N+1 Job title and name): | Lead Mechanical Engineer |
| Additional reporting line to: | Hard Services Manager |
| Position location: | High Wycombe,  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Completion of site day to day Planned / Reactive Maintenance requirements.
* Support the Lead Engineers in the safe operation and maintenance of all plant and equipment.
* Ensure SHE compliance for all relevant statutory and regulatory obligations.
* Highlight failing assets and support the implementation of the asset and life cycle management strategy.
* Monitor performance of specialist sub-contractors ensuring RAMS and permits to work are in place.

 * Ensure plant maintenance records and drawings are current and accurate.
* Form part of the on-call rota team providing out of hours support to the plant, equipment and buildings.
* To be the AP for F-Gas and confined spaces.
* Complete / Assist any minor works or project requirements.
* Support other sites in times of sickness and holiday cover.
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| 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 FY21£TBC | EBIT growth: | tbc | Growth type: | £tbc  | Outsourcing rate: | n/a | Region Workforce | CIRCA employees  |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | 1 x HRBP  |
| Cash conversion | tbc |
| Characteristics  | This is an important role within the Sodexo organisation. The role is focused on delivering world class integrated FM with oversight from senior Sodexo management.The business needs will vary in line with contract requirements and there is an expectation that you will provide support as necessary within your abilities and capabilities. |

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| 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. |
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| **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. |
| * Be prepared to work overtime when it is deemed necessary by your line manager.
* To be an active member of the On-Call Rota for the Technical Team.
* Teamwork - actively contribute to the team and strive to improve teams’ effectiveness through personal commitment.
* Planning, Organising & Executing – able to understand the priorities, plan and organise the work and manage own time to deliver within the expected timescales.
* Communication – communicates clearly and concisely, ensuring understanding of all relevant information in all circumstances.
* Risk Management – is aware on the impact on risk to the business and applies the necessary controls.
* Adaptability – is responsive and open to changing circumstance.
* Drive for Excellence – aims to deliver a high standard of work.
* Self-Motivation and Development– is confident in own ability and is motivated to deliver, using opportunities to further develop.
* Customer Awareness – responsive to the needs of the customer and aims to deliver customer satisfaction.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Carry out PPM, Reactive, Minor Works, and Projects in accordance with set schedules. Ensuring Engineering standards are maintained, in order to maximise the operational effectiveness and reliability of the plant and associated Electrical/Mechanical systems.
* Assisting in good H&S compliance, statutory compliance and completion of remedials.
* Assisting with building management H&S activities, such as fire safety systems, SSOW, BCP, environmental risk assessments and accurate asset information.
* Assist the implementation of maintenance best practice techniques in their area, including Sodexo’s Asset Management Framework.
* The role holder will be expected to respond to emergency calls both inside and outside of normal working hours.
* Support and ensure Technical Services meet their contract KPI’s.
* Ensuring that all aspects of the business are conducted in accordance with all relevant statutory requirements and Codes of Practice.
* Act as F-Gas AP.
* Act as Confined Spaces AP.
* Ensure 100% of contractors have a relevant RA and MS in place before commencing any work.
* 100% of contractors to be inducted and signed in on site. Carry-out point of work inspections.
* To maintain critical spares holding on site and update as necessary.
* Provide engineering support to the incident controller in the event of a site emergency.
* Understanding of the site BMS systems and the fire alarm systems.
* To attend site meetings as required.
* To identify Energy and Cost saving opportunities, always striving to improve Engineering service and profile.
* To be an ambassador for Sodexo Hard Services Team on site, - Clean, Smart, Helpful and Proactive.
* Complete Sodexo/client training requirements specific to the site that may be away from your core expertise, in order to fulfil contractual requirements and achieve compliance.
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| 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. |
| * Delivery of high level of service and a compliant maintenance service.
* Support and uphold Sodexo values when communicating with all parties.
* Convey a positive, “can do” approach to issue resolution.
* Health, Safety and Environmental compliance in all activities.
* Technical standards achieved – compliance, PPM, reactive, energy etc.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential*** City & Guilds F-Gas Certificate.
* Able to diagnose faults under emergency conditions to maintain service to critical infrastructure.
* Flexible attitude to work individually and working as part of a team.
* Have good practical skills and be able to find pragmatic solutions to day-to-day issue.
* Hold a valid UK driving license.
* Minimum of 5 years’ experience in a technical role.

Desirable * Gas Safe Commercial and Domestic.
* Additional qualifications and experience in other building related trades would be advantageous.
* Asbestos Awareness
* IOSH Managing Safely or equivalent.

**Other relevant information** * To relieve and assist in other establishments in certain circumstances.
* To attend and participate in meetings and training courses as required.
* This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.
* The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business.
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