

Job Description: M&E Surveyor

Function:	Hard Services, Service Operations
Position:	M&E Surveyor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Asset Surveying Lead
Additional reporting line to:	None
Position location:	Nationwide

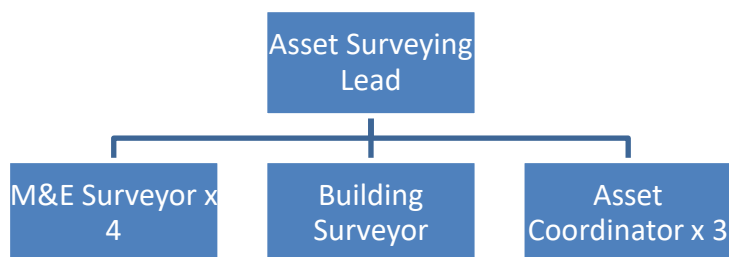
1. Purpose of the Job – State concisely the aim of the job.

Working to a co-ordinated schedule of condition surveys and technical audits, providing works specification as required. May require project management of a team of sub-contracted building fabric and M&E surveyors. Perform and collate QA sampling & audit reports of sub-contracted surveyor data. These surveys will include; asset condition, criticality, residual life, data collection, technical audit of maintenance delivery and efficiency, which cover all Building Services including but not limited to HVAC, electrical, plumbing and heating systems.

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 FY20:	EBIT growth:	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce
	EBIT margin:		Outsourcing growth rate:	n/a	HR in Region
	Net income growth:				
	Cash conversion:				
Characteristics	<ul style="list-style-type: none">▪ Team includes headcount of 8▪ Team will be managing multiple deployment projects at any one time▪ Individual deployments can last from 1 to 12 months				

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.



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.

- Delivery of quality output on time in line with expectations
- Wide geographic area
- Lengthy time working away
- Managing multiple sub-contractor resource
- Understanding differing variety of scope and clients
- Coping with the unexpected

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

- On-site project management of surveying resource and contract deliverables
- Regular QA and audit of sub-contractor surveying resource output
- Provide technical support and guidance to Systems Deployment team throughout and ensure smooth transition of data to CMMS
- Take a leading role in weekly communications with account teams and segment teams
- Conduct condition surveys of Mechanical & Electrical assets such as HVAC, electrical, heating and plumbing systems on an asset by asset and if required by system.
- Populate data collection app with relevant data associated with the asset's classification, condition, criticality & attributes
- Prepare and produce reports detailing plant condition, life-cycle, defects, repairs & maintenance recommendations
- Deploy elements of Asset Management services in line with Asset Management Framework

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.

- Consider your safety and the safety of others at all times when carrying out your duties
- Excellent, trusted relationships with key stakeholders
- Attend project briefing meetings prior to deployment when necessary
- Ensure all data delivered meets the requirement of the client(s) both internal and external
- Data output must allow for simplified report creation, maximising time on field duties
- Inspection and report of statutory certification as part of due diligence
- Any Health and Safety issues encountered or observed must be speedily communicated direct to Clients and Account Teams for immediate action, thereby reducing risk of injury or incident

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

- Degree in relevant engineering discipline preferred
- Minimum HNC/HND in a relevant building services discipline
- Proficient with data capture software, preferably Kykloud
- Proficient in MS Office applications
- Experienced project manager
- Familiar with ISO55000/550001

- IAM Certificate or Diploma preferred
- Experience with CMMS systems
- Extensive knowledge of M&E assets and their associated attributes
- Extensive knowledge of building services installation and maintenance (SFG20)
- Extensive awareness of legislative requirements in respect of building services installations
- Organised, methodical and logical
- Ability to communicate with all levels of client management Attention to detail, quality driven approach
- Work on own initiative and manage own time
- Geographically flexible

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

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

9. Management Approval – To be completed by document owner

Version	4.0	Date	May 2022
Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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