

Job Description: [Electrician]



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| Function: | Facilities Management |
| Position: | Electrician |
| Job holder: | |
| Date (in job since): | N/A |
| Immediate manager (N+1 Job title and name): | Maintenance Supervisor – Ian Moyle |
| Additional reporting line to: | Gary Savage – Deputy Head of FM |
| Position location: | HMP Northumberland |

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

To use appropriate trade skills to provide installation, testing, examination and maintenance works within the prison. To assist and support both the Facilities Manager and allied trades.

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.

- Administration actions will be completed accurately and in a timely way and will satisfy all appropriate audit requirements
- Team members will be supported effectively.
- Management information provided accurately and within specified deadlines.
- All records maintained accurately and completed within specified legal requirements where appropriate and in accordance to any prison service order and instructions where applicable
- To work in accordance with all Sodexo policies and procedures

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 FM
Deputy Head of FM
Maintenance Supervisor
Electrician

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.

- Maintain, and repair electrical equipment and parts, to support the good upkeep and infrastructure of HMP Northumberland. This position requires skills in electrical components as well as safety codes and regulations.
- Must be professional, practical, and proficient.
- The work of an electrician can often be physically demanding. In order to install and repair equipment, they may need to crawl, climb, and stand for extended periods of time. Must also be able to operate power tools and take control of tool security.
- Must also be able to understand and make decisions based on manufacturer's documents, such as schematics and operational instructions.
- Must be motivated to work on their own and as part of a team. Strong communication skills are a necessary part of this position

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

- Accurate records of maintenance and repair work will be maintained
- All work will be completed to relevant trade standards
- Carry out inspection, maintenance, examination and testing to onsite systems.
- Read technical diagrams
- Perform general maintenance.
- Inspect and make improvements the resident decency standards
- Troubleshoot issues using appropriate of testing devices.
- Repair and replace equipment or fixtures both mechanical and some basic electrical

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.

- Carry out repairs and preventative maintenance to all electrical systems.
- Maintain accurate records of all preventative maintenance and repair work carried out and report in detail. any substandard or defective equipment.
- Perform scheduled maintenance service on electrical systems and fixtures
- If necessary escort specialist contractors and work beside them as required
- All work to be carried out by 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.
- Participate in 'out of hours call out procedures' on an "On Call" rota system and take appropriate action.
- Work in accordance to Sodexo's policies and procedures.
- Must be a Team Member and support other FM staff where required.

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

- Authorised Person (AP) (Electrical) highly desired, but must be prepared to undertake AP training.
- High level of inter- personal skills.
- Have a positive approach to Health and Safety
- Proactive, systematic approach to tasks.
- Ability to work to correct time schedules and deadlines.
- ONC/HNC Electrical engineering.
- Completion of electrician apprenticeship.
- Experience working as an electrician in a high pressure environment.
- I.E.E. 18th Edition Wiring Regulations
- Valid driver's license.

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

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| <ul style="list-style-type: none"> ▪ Must have served a recognised apprenticeship and obtained relevant trade qualification |
| <ul style="list-style-type: none"> ▪ Ability to perform tasks alone or in a team to a high standard without constant supervision |
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9. Management Approval – To be completed by document owner

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| Version | 1.1 | Date | 03/02/23 |
| Document Owner | Tony Lynn | | |