

Job Description: Project & Maintenance coordinator

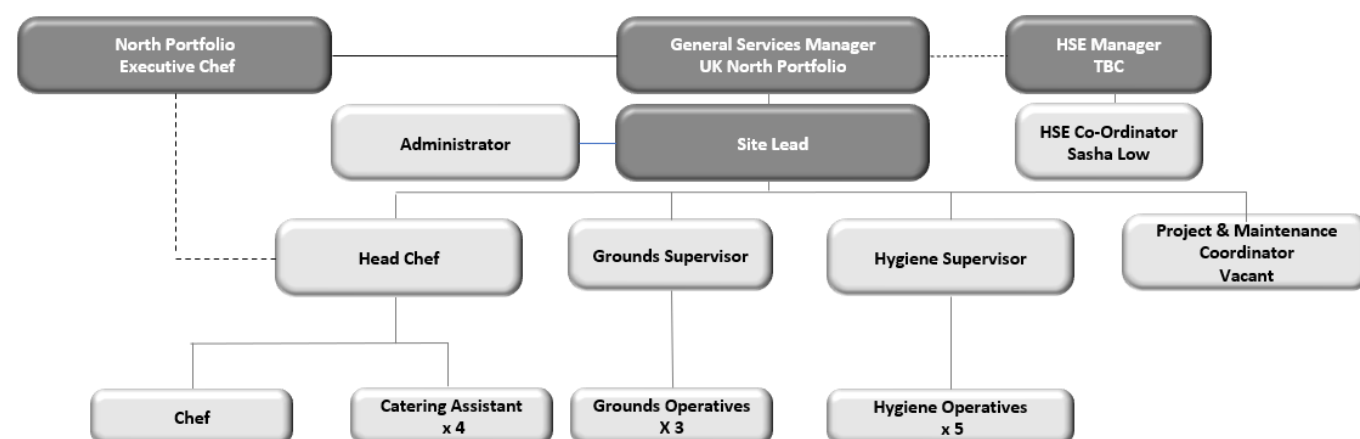


Function:	Operations
Position:	Project & Maintenance Co-ordinator
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	– Site Lead
Additional reporting line to:	
Position location:	Mossmorran FNGL & Braefoot Bay Terminal

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

- Responsible for coordinating all Planned and reactive maintenance activities that fall within the agreed scope as detailed in the site OLA
- Liaise with site stakeholders to ensure adequate planning and resource of above
- Maintain service records and report remedial works required to site lead
- Identify minor project opportunities and manage all stages from conception to completion
- Ensure that all maintenance and improvement tasks present best value for money for the client
- Provide direction and expertise to the operating area by promoting Sodexo strategies and best business practices in order to uphold the Company mission and values.
- To provide excellent customer services to the client and Sodexo's satisfaction.
- Adhere to all HSEQ legislative and company / client requirements

2. 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.



3. Main Responsibilities & Accountabilities

- Comply with Company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH.
- Accountable to ensure full compliance with all legislative and company policies & procedures
- Ensure that all engineering / design solutions provide the best value for money and are compliant with Sodexo, Client and statutory requirements
- Follow all CDM framework procedures and liaise with Sodexo E&R project leads to ensure compliance
- Ensure that all works are captured and maintained within the CAFM system
- Client satisfaction scores targets will be met
- Deliver a consistent level of service, across the site/s
- Ensure the standards of service across the site(s) are in accordance with the Service Level Agreements and Key Performance Indicators specified in the service contract, Highlight any gaps of contract creep to the relevant parties.
- Highlight any adequate steps to ensure the security of Company and Client property
- Maximise up selling opportunities for profitable sales growth.
- Comply with any instruction from your line manager within the agreed deadline.

4. Job Scope (note that this list is not exhaustive)

- Co-ordinate and manage all vendors engaged to carry out planned preventative maintenance
 - Ensure that all PPMs are completed within schedule
 - Prepare and request all permits
 - Review RAMS
 - Lift permit and PA all works
 - Liaise with site RPE to ensure adequate resource requiring electrical input / isolations
- Manage all reactive works
 - Assess all required repairs to determine if these can be rectified "in house"
 - Where repairs require a sub-contractor, obtain quotation from Sodexo approved vendor
 - Review RAMS and prepare and request permits
 - Lift permit and PA works to completion
 - Liaise with all site stakeholders
- Identify minor project opportunities
 - Liaise with site stake holders
 - Obtain quotations, following the Sodexo Project Management Framework
 - Following Shell approval arrange for purchase orders to be raised and issued to preferred contractor
 - Ensure CDM process is followed where applicable
 - Schedule works ensuring alignment with plant activities and communicate to relevant stake holders
 - Review RAMS and request permits
 - Lift permits and PA works
 - Provide regular updates to site lead and GSM on progress
 - Maintain a schedule of all proposed, approved, declined and completed works including value

- Set and manage all HSE expectations with vendor personnel and ensure that all mitigating controls within permits, risk assessments and SoWs are stringently adhered to
- Under take additional tasks as directed by line manager

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

<ul style="list-style-type: none"> ■ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ■ Engineering and / or building construction experience
<ul style="list-style-type: none"> ■ Rigorous management of results 	<ul style="list-style-type: none"> ■ Innovation and Change
<ul style="list-style-type: none"> ■ Brand Notoriety 	<ul style="list-style-type: none"> ■ Business Consulting
<ul style="list-style-type: none"> ■ Commercial Awareness 	<ul style="list-style-type: none"> ■ HR Service Delivery
<ul style="list-style-type: none"> ■ Project Management 	
<ul style="list-style-type: none"> ■ Learning & Development 	

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.

- Ensure budgets and forecasts are met and exceeded.
- Ensure 100% compliance with all statutory and regulatory maintenance schedules.
- Achieve close control of all costs, optimize project's working capital performance costs

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

- Previous experience in Project Management, FM Contracts, Engineering, Building Services.
- Demonstrated experience of CDM processes
- Demonstrated experience of managing assets within a CAFM system
- IOSH/Nebosh qualification desirable
- Fluency in MS Office and Excel and good PowerPoint presentation skills
- Strong numeracy skills.
- Strong commercial and project management acumen.
- Excellent written and oral communication skills.
- Keen attention to detail.
- Ability to deal and interact with multiple stakeholders.
- Promotes teamwork and diversity.
- Demonstrates growth and customer focus.

- Is self-aware and learner.