

Job Description: Maintenance Technician Fabric

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| Function: | |
| Job: | Maintenance Technician Fabric |
| Position: | Maintenance Technician fabric |
| Job holder: | |
| Date (in job since): | |
| Immediate manager (N+1 Job title and name): | |
| Additional reporting line to: | |
| Position location: | Merville Barracks PFI Colchester Essex |

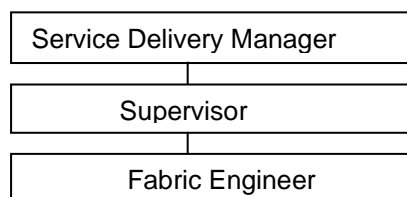
1. Purpose of the Job – State concisely the aim of the job.

- The purpose of the role is to carry out building fabric, carpentry and associated task PPM, remedial and installation work site wide across Colchester Garrison, a 185 hectare site containing 150 buildings that vary from accommodation to maintenance facilities.

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.

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|-----------------------------------|------|--------------------|-----|-----------------|-----|-----------------------------|-----|------------------|-----|
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| | | EBIT margin: | tbc | | | Outsourcing growth rate: | n/a | HR in Region | tbc |
| | | Net income growth: | tbc | | | | | | |
| | | Cash conversion: | tbc | | | | | | |
| Characteristics ■ Add point | | | | | | | | | |

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.

- Adhere to the requirements of JSP 375
- Have flexibility to overcome access issues and be able to maintain productivity
- Timely completion of work

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

- Carry out building fabric and carpentry work in domestic, commercial, industrial buildings, including hot and cold water systems, heating and drainage system upgrades, minor works repairs and fault finding.
- To be fully conversant with all aspects of carpentry and building fabric construction work.
- Carry out pre planned maintenance completing of the necessary documentation.
- To liaise with customers to arrange appointments, access arrangements, discuss work.
- Carry out and complete all works to high quality and in a competent manner with the property being left in a clean and tidy condition
- To liaise with other staff as necessary to ensure the timely completion of works within agreed operational targets
- Experienced in working with different materials, including: timber, metal, plastic, composites.
- To carry out pre-planned and reactive maintenance
- Work may include experience in groundwork's and drainage, small areas of plastering and brickwork, painting and decorating, most aspects of plumbing and have basic electrical knowledge
- May be required to undertake training for working at height and confined spaces.
- Must be able to work alone and follow lone working procedures.
- Be responsible for the H & S of self and others and follow Sodexo policy and procedures.
- Undertake all duties and responsibilities as instructed by Line Manager.

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.

- Completion of work and documentation to the required standard on a timely basis
- Able to build good relationships with client, sub-contractors and other Sodexo team members
- Have a proactive approach in identifying and resolving issues leading to the reduction in reactive calls
- Take responsibility for the H & S of self and others following Sodexo policies and procedures.

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

- A recognised apprenticeship within trade specific discipline
- City & Guilds, ONC, OND qualified in a relevant subject
- Minimum City & Guilds, carpentry and joinery
- Working experience within an MoD site
- Good verbal, numerate, interpersonal and computer skills
- Personally motivated with initiative, flexibility, and innovation to continually develop skills.
- A good Knowledge of Health & Safety Legislation and COSHH.
- To participate in Sodexo out of hours emergency service
- A good Knowledge Pneumatic systems
- Certificate in mechanical craft studies
- Certificate in engineering craft studies
- Have a good knowledge with working on the following Joists, Studwork, Plaster boarding, Ceilings (m&f, suspended, exposed and concealed) Doors, Frames, Skirting boards, Panelling, Window fitting

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

- A fully qualified carpenter accredited with City & Guilds or relevant experience
- Learning and development
- Quality of Service
- Innovation and Change

9. Management Approval – To be completed by document owner

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| Version | | Date | |
| Document Owner | | | |