

Job Description: Maintenance Operative

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| Function: | Justice Services |
| Position:  | Maintenance Operative (Grounds) |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Technical Facilities Manager (David Bradford) |
| Additional reporting line to: | Head of FM |
| Position location: | HMP Forest Bank |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| To carry out gardening and landscaping works both inside and outside of the establishment |
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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 FY25: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Add point
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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. |
| Head of FMTechnical Facilities ManagerMaintenance Operative (Grounds) |

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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. |
| * To support the Director in delivering the vision for HMP Forest bank, by ensuring that the prison operates effectively with the corporate and local values and vision.
* Ensure the exterior grounds and kept neat tidy and appealing to the eye for our colleagues and visitors
* Remove as quickly as possible all large waste items from residential areas
* Liase with gate staff to optimize access and egress for waste streams
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Ensure all Gardening and grounds works are carried out in a timely manner.
* All work undertaken is carried out safely using good practice.
* Tool management procedures are adhered to.
* Take control or removal or large waste items from residential areas
* To undertake project work as directed by the Technical Facilities manager.
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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. |
| * To ensure that all works are undertaken in a safe manner in accordance with good practice and current legislation.
* Be familiar with, and adhere to, tool management procedures as laid down in the Local Security Strategy.
* To undertake project work as directed by the Technical Facilities manager.
* Supervise prisoner working parties, where applicable.
* To communicate effectively and work productively with all other staff.
* All work to be carried out to 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.
* To work in accordance with all Sodexo policies and procedures.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * 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.
* Team Player
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Effective communication skills both written and oral.
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| * Ability to perform tasks alone or in a team to a high standard without constant supervision
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| * Grounds or Gardening backgrounds favourable
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| * Assist other trades within the establishment
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| * Efficiency and discretion
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| 9. Management Approval – To be completed by document owner |
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| Version | 1.0 | Date 22/04/2025 |  |
| Document Owner |  |

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