

Job Description: Mechanical Engineer



Function:	Government & Agencies
Position:	Mechanical Engineer
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Mechanical Senior Engineer
Additional reporting line to:	N/A
Position location:	Merville Barracks PFI Colchester

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

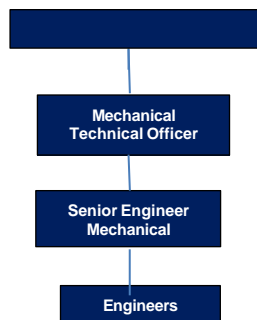
- Support delivery of statutory, legislative, and mandatory maintenance on a client site.
- Complete planned and reactive maintenance, as well as minor new works as directed.

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 FY 20:	€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.

- Complete risk assessments for maintenance tasks and work safely always.
- Respond to Emergency Call Out's and attend site to provide engineering expertise 'out of hours.
- Manage a variety of reactive Mechanical tasks and planned activities to meet service level agreement deadlines.
- Keep up to date with any changes in legislation and best practice relating to the work being completed
- Escorting of Mechanical specialist sub-contractors to deliver a high-quality professional service, with a systematic approach to problem solving.
- To Make up part of the on-call Rota.

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

- Undertake Mechanical work in domestic, commercial, industrial building, minor works repairs and fault finding.
- To be fully conversant with all aspects of Mechanical systems.
- To inspect, order materials and complete tasked works in a timely and efficient manner. Update help desk with any delays
- Complete plumbing works when required.
- To liaise with help desk daily, scheduling works and completions
- To liaise with customers to arrange appointments, access and to discuss works.
- To liaise with other staff as necessary to ensure the timely completion of works within agreed operational targets.
- Support and Undertake Mechanical reactive and planned maintenance work to a wide range of buildings inc domestic, commercial, and industrial.
- Complete all works to a high standard and in a competent manner with the property being left in a clean and tidy condition.
- Be an essential part of the local team who will ensure that all works are carried out in a safe manner.
- To undertake weekend/out of hours working, if required, to complete intrusive maintenance activities that cannot be undertaken in client operating hours.
- Supporting the Senior Engineer, Technical Officer with technical queries or when a business case is being prepared for submission to the client.
- To continue to develop one's own skills and knowledge within the position, including any required training courses.
- Regular 121 with Mechanical Senior Engineer
- To attend team briefs, huddles and meetings as required
- Take part in Personal development reviews including the recognition of training and development needs.
- To attend your performance development review to discuss job standards and agree development activities
- To maintain high levels of personal hygiene and wear the appropriate uniform and PPE as required
- To report any near miss occurrences, accidents, or faulty equipment to management
- To ensure effective communication with line manager, team, customer, and client organization.

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.

- Report to supervisor, keeping them informed of activity progress and highlight any problems
- Maintain tools, equipment, PPE in a good working condition
- Comply with Health, Safety, Environmental and trade/industry regulations in accordance with statutory and contractual requirements including safe systems of work and near miss reporting
- Provide accurate records of time taken for tasks, materials used, and any other information required to ensure efficient service delivery
- Complete training and competency assessments

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

- Must have good awareness of the HASAWA 1974 and their own legal obligations.
- Must have good awareness of British Standards.
- Qualified Mechanical Engineer accredited with City & Guilds Level 2
- Willing to learn, Able to identify unsafe situations and apply British Standards
- Able to communicate and work as part of a team and use own initiatives, knowledge, experience, and professional judgment to act quickly in any emergency and to safely respond and make safe decisions regarding unsafe situations.
- working knowledge/experience of building maintenance.
- Excellent communications both written and verbal.
- Numerate and computer literate.
- Must have good awareness of equipment and associated maintenance skills.
- A good team player with a flexible approach in achieving the targets/work plans.

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

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▪ Customer focus	▪ City & Guilds qualified Level 2, mechanical tradesman
▪ Resourcefulness	▪ Employee Engagement
▪ Being resilient	▪ Employee Engagement
▪ Ensures accountability	▪ IPAF & PASMA (Desirable)
▪ Communicates effectively	▪ Commercial Awareness
▪ Optimises work processes	▪ Employee Engagement
▪ Full driving license min 2 years	▪ Experience with Mechanical/pressure Systems.

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9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			