

Job Description:   
[Flooring Specialist]

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| Function: | | | | Sodexo Government - Facilities Management | | | | | | | | |
| Position: | | | | Flooring Installer | | | | | | | | |
| Job holder: | | | | N/A | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Maintenance Supervisor – Ian Moyle | | | | | | | | |
| Additional reporting line to: | | | | Deputy Head of Facilities Management – Gary Savage | | | | | | | | |
| Position location: | | | | HMP Northumberland | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| To use appropriate trade skills to provide installation and maintenance of all types of flooring across HMP Northumberland. | | | | | | | | | | | | |
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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 FY13: | €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 FM  Deputy Head FM  Maintenance Supervisor  Flooring Installer |

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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. |
| * Ensure all flooring installations, repairs and maintenance meet the requirements of the appropriate codes of practice. * Ensure all installations, repairs and maintenance meet environmental protection requirements. * Work in accordance with Sodexo’s policies and procedures * Possess suitable training certificates with regard to Floor laying |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Ensure all flooring installations, repairs and maintenance meet the requirements of the appropriate codes of practice. * Ensure all installations, repairs and maintenance meet environmental protection requirements. * Work in accordance with Sodexo’s policies and procedures * Possess suitable training certificates with regard to floor laying * Accurate records of maintenance and repair work will be maintained. * All work will be completed to relevant trade standards. * Carry out assessments of work to determine materials required and time to complete. * Maintain a working stock of materials. * Carry out repairs and PPM within the establishment. * Carry out repairs and preventative maintenance to all systems associated to flooring. * Maintain accurate records of all preventative maintenance and repair work carried out and report in detail any substandard or defective areas. * Perform scheduled maintenance services to specific areas. * 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 always adhered to. * 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 response action. * Work in accordance to Sodexo’s policies and procedures |

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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. |
| * Carry out repairs and preventative maintenance to all systems associated to flooring. * Maintain accurate records of all preventative maintenance and repair work carried out and report in detail any substandard or defective areas. * Perform scheduled maintenance services to specific areas. * 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 response action. * Work in accordance to Sodexo’s 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 personal skills * Have a positive approach to Health and Safety * Proactive, systematic approach to tasks. * Ability to work to correct time schedules and deadlines. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Must have a recognised relevant trade qualification in floor laying. * Ability to perform tasks alone or in a team to a high standard without constant supervision. * Assist other trades within the department as part of collaborative working.  |  | | --- | | Must have a recognised relevant trade qualification in floor laying. | | Ability to perform tasks alone or in a team to a high standard without constant supervision. | | Assist other trades within the department as part of collaborative working. | |  | |

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| 9. Management Approval – To be completed by document owner |
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