

Job Description:

Engineering Supervisor Building & Fabric

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| Function: | Government & Agencies |
| Position:  | Engineering Supervisor Building & Fabric |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Technical Officer Building and Water Technical Officer  |
| Additional reporting line to: | N/A |
| Position location: | Merville Barracks PFI Colchester |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * The post-holder will be responsible for (but not limited to) the, daily supervision, successful completion and worksheet sign-off in line with the payment mechanism of all self-delivered, planned, and reactive maintenance tasks and contractor tasks. The post-holder will ensure all company policy is delivered including contractor controls and H/S requirements. Mentor apprentices to ensure progression and collage tasks are completed.
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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 FY 20: | €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. |
| **Service Delivery Manager** **Building & Water Technical Officer** **Senior Engineer****BC&E****Engineers****Officer****Apprentice** |

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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 the completion of planned, reactive and minor new work tasks are completed within required time
* Mitigating any risk that arises from the non-completion of statutory tasks
* Ensuring all documentation is completed in line with CDM
* Managing the coordination of building access with the customer
* Ensure self-delivery of planned and reactive work is optimized at all times.
* Management of health and Safety policies for Internal and external resources
* Auditing safe systems of work within the service delivery team and contractors.
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| *5. Main assignments – Indicate the main activities / duties to be conducted in the job.* |
| * Monitor, evaluate and inspect planned and reactive maintenance tasks for quality and risk purposes.
* Ensure tasks are assigned to the correct tradesmen within the team and ensure timely and compliant completion
* Assist with procuring materials via SAP as appropriate in accordance with assigned DOA
* Ensure all self-delivered and sub contracted PPMs, job plans are delivered to the appropriate standard.
* Work in partnership with the Helpdesk Administration team to ensure seamless service delivery
* Monitor all tasks and provide timely updates and appropriate job files for tasks which are likely to exceed the reactive maintenance cap to Technical officer orClient as necessary
* Monitor all tradesmen on-site to ensure compliance with all H&S requirements
* Ensure all tradesmen are working safely, effectively and in a timely fashion whilst carrying out their duties
* Provide support to the Projects team in the form of writing Lifecycle Business Cases and supporting project works as prescribed by the Technical Officer or Project Managers.
* Provide supporting evidence in support of any Barrack Damage claims.
* Experience of operating within a diverse defence engineering and FM environment
* Experience in supporting a diverse technical multi-skilled workforce
* Must work well within a team and support the Technical Officer and engineers whilst able to make decisions based upon own knowledge and initiative
* Must provide operational and project support to all other teams within the contract
* Manage control of contractor policy and procedures.
* Undertake and deliver planned and reactive tasks as required to support operations.

Investigate and respond to audit findings internal and external* Pre inspection of works where required
* Arrange quotations from third parties as required.
* Manage on site security process for delivery’s and approved contractors
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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. |
| * All Planned and Reactive tasks are completed and signed-off in a timely and compliant manner
* Maximo WO logs and statuses are updated daily to reflect timely and correct statuses of all tasks
* Ensure that all tradesmen are trained, qualified and motivated to carry out their tasks
* Ensure all training and qualifications are kept up to date.
* Provide weekly/monthly Work Order status and KPI reports as necessary
* Ensure all necessary PPE, ladders, tools and vehicle checks are carried out and recorded
* 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
* Attend Huddle, PDRs
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Experience of operating within a diverse defence engineering and FM environment
* Hold or work towards a very good awareness of the HASAWA 1974 and their own legal obligations.
* Hold or work towards a very good awareness of British Standards.
* Work to become Fire door inspetion Qualified
* Work towards City & Guilds qualifications in building and fabric
* 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 Installations
* Excellent communications both written and verbal.
* Numerate and computer literate (Excel, Word and Outlook).
* Hold very good awareness of equipment and associated maintenance skills.
* A good team player with a flexible approach in achieving the targets/work plans.
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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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| Customer focus  | Work towards being qualified in an engineering qualification equivalent to NVQ level 3 or above |
| Resourcefulness  | Work towards being a qualified carpenter accredited with City & Guilds |
| Being resilient  | Work to become qualified in fire door inspections  |
| Ensures accountability  |  IPAF & PASMA (Desirable) |
| Communicates effectively  | Commercial Awareness |
| Optimises work processes  | Employee Engagement |
| Full driving licence |

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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date |  |
| Document Owner |  |

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