

Job Description: Mechanical Engineer / Plumber



Function:	Sodexo Government - Facilities Management
Position:	Mechanical Engineer / Plumber
Job holder:	
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

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

To use appropriate trade skills to provide installation, testing, examination and maintenance works within the prison.

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.

- Administration actions will be completed accurately and in a timely way and will satisfy all appropriate audit requirements.
- Team members will be supported effectively.
- Management information provided accurately and within specified deadlines.
- All records maintained accurately and completed within specified legal requirements where appropriate and in accordance to any prison service order and instructions where applicable
- To work in accordance with all Sodexo policies and procedures

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
Mechanical Engineer / Plumber

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.

- Maintain, and repair various equipment and parts, benefiting to the good upkeep and infrastructure of HMP Northumberland. This position requires skills and knowledge of Mechanical & plumbing systems as well as safety codes and regulations.
- The work of a mechanical engineer / plumber can often be physically demanding. To install and repair equipment, they may need to crawl, climb, and stand for extended periods of time and therefore, a level of physical robustness is required. Must also be able to operate power tools and be responsible for tool security.
- Interpret, understand and deliver maintenance / installation or servicing in accordance with manufacturers documents, that may include schematic diagrams and operational instructions.
- Be professional, motivated, and enthusiastic to work independently and as part of a wider team.
- Be willing to undergo additional training (Where required), in essential areas of site needs to include 'locksmith's course' to meet site PPM and reactive maintenance requirements associated with site wide locks

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

- Carry out inspection, maintenance, examination, and testing to onsite systems.
- Read and understand technical diagrams and instructions.
- Perform general maintenance activities in line with your skill set and support other colleagues where required.
- Inspect and make improvements to the resident decency standards.
- Troubleshoot and look to resolve technical issues using appropriate testing devices.
- Repair and replace building services equipment or fixtures (both mechanical and some basic electrical).
- Perform a range of mechanical and plumbing repairs.

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 mechanical (including Locks), plumbing, heating, ventilation, and hot / cold water systems.
- Maintain accurate records of all preventative maintenance and repair work carried out and report in detail any substandard or defective equipment.
- Perform scheduled maintenance service on mechanical & plumbing systems and fixtures.
- If necessary, 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 and safe operation of the prison.
- Participate in 'out of hours call out procedures' on an "On Call" rota system and take appropriate 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
<ul style="list-style-type: none">• 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.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires		
<table border="1"><tr><td>Must have served a recognised apprenticeship and obtained relevant trade qualification.</td></tr><tr><td>Ability to perform tasks alone or in a team to a high standard and with limited or no supervision.</td></tr></table>	Must have served a recognised apprenticeship and obtained relevant trade qualification.	Ability to perform tasks alone or in a team to a high standard and with limited or no supervision.
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9. Management Approval – To be completed by document owner								
<table border="1"><tr><td>Version</td><td>2.0</td><td>Date</td><td>23/11/23</td></tr><tr><td>Document Owner</td><td colspan="3">Gary Savage</td></tr></table>	Version	2.0	Date	23/11/23	Document Owner	Gary Savage		
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