

Job Description:   
General Maintenance Operative

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| Function: | | | | FM | | | | | | | | |
| Job: | | | | General Maintenance Operative | | | | | | | | |
| Position: | | | |  | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Hard FM Manager Ian Waltham | | | | | | | | |
| Additional reporting line to: | | | | Nico James Hard FM Supervisor | | | | | | | | |
| Position location: | | | | HMP Peterborough | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To recruit a general operative who will work within a team environment maintaining various equipment on a reactive basis and a preventative routine. * To work closely with a technical team on a daily basis. | | | | | | | | | | | | |
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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. |
| Senior Head of FM  FM Manager  FM Supervisor |

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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. |
| * Working with a multi-disciplined team * Dealing with members of staff and organizing cell moves and cleans * Working with accordance to Sodexo’s policies and procedures * Attend to call outs attending courses when required |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Carry out repairs and preventative maintenance on all assets and fixings where suitably trained within the establishment. * Escort specialist contractors and work beside them when required * Support the health and safety culture * Support the on-call rota when experienced * Working 5 days in 7 (including occasional weekends) * Maintain maintenance records * Preform schedule maintenance servicing * Attend breakdowns as per your ability * Support health and safety culture |

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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. |
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * To participate in mandatory/refresher training as required and to be continually developing. * To abide by the Company Policy and all appropriate Regulations and Safety Policies. * To work closely and co-operate with colleagues in other areas to ensure the safe and smooth running of the prison. * To operate within a call out system as directed by the maintenance manager * To undertake project work as directed by the maintenance manager * To carry out tool checks and maintain security of all maintenance tools as required by the LSS. * To carry out any other reasonable task as deemed reasonable by the maintenance manager. * To carry out repairs as deemed by the Maintenance Manager as Small Repair which are to be completed to those standards laid down in PS05000, relevant C.O.P’s ,current legislation, and the contract, which would include the following; - Repairs to building Fabric, cell cleaning, lighting, windows, sewage and statuary contractor maintained equipment that is deemed to be within the capability of the operative, i.e. P.A.T Testing, Sludge removal, P.I.B. Security & Locking and High level cleaning * To carry out Maintenance as detailed in the PPM system to those standards laid down in PS05000, relevant C.O.P’s, current legislation, and the contract which would include the following: - P.A.T. testing, ventilation, pumps and statuary contractor-maintained equipment that is deemed to be within the capability of the operative. To assist specialists in maintaining the following equipment i.e., lifts, X Ray Machine, BMS. * Health & Safety at Work Act.1974 * Manual Handling Operations Regulations. 1992 * COSHH Regulations 1994 * Use of Safety Harness * Is to be competent and certificated in the operation of hydraulic work platforms. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires   * Focusing on the client and Customer * Continuous improvement * Promoting the brand values * Intellectual agility and eagerness to learn * Focus on Health and Safety |
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| 9. Management Approval – To be completed by document owner |
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