

# Job Description: Fire Maintenance Operative



Function:	Sodexo Government – Facilities Management
Position:	<b>Fire Maintenance Operative</b>
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

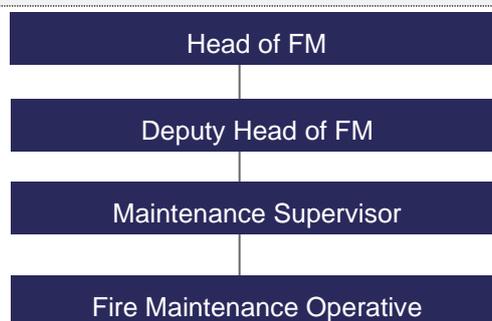
## 1. Purpose of the Job – State concisely the aim of the job.

- To carry out various low-level fire safety maintenance, repairs and equipment checks, to contribute to providing and ensuring a safe environment in HMP Northumberland.

## 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			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics		<ul style="list-style-type: none"> <li>Add point</li> </ul>							

## 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.

- Carry out fire safety maintenance repairs, planned preventative facilities tasks and directed project work to contribute to a safe environment within HMP Northumberland.
- Carry out fire safety equipment checks on items such as fire extinguishers, fire blankets and fire hoses.
- Be prepared to undergo specific training to support the role.
- Communicate effectively and work productively and collaboratively with all other staff.
- All work to be carried out to the relevant trade standards.
- Ensure Health and Safety policies are adhered to at all times.

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

- Carry out various fire safety maintenance and repairs to ensure the safe and efficient running of the establishment.
- Accurately record and maintain records.
- Cleaning of in-cell fire ventilation ducts/vents across the estate, planned maintenance on all cell inundation points, together with carrying out NOMs specification fire smoke testing as part of a rolling programme.
- Carry out scheduled, planned maintenance checks to SFG 20 standards (training/instruction will be given).

**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.

- Ensure that all works are undertaken in a safe manner in accordance with good practice and current legislation.
- Be familiar with, and adhere to, tool management procedures as laid down in the Local Security Strategy.
- 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.
- Escort specialist contractors and work beside them as required.

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

- Have a positive approach to Health and Safety.
- Proactive, systematic approach to tasks.
- A positive approach to undergo instruction and training.
- 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

Ability to perform tasks alone or in a team to a high standard without constant supervision	Assist other trades within the establishment
Good Communication	Service Spirit
Spirit of Progress	Flexibility

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

Version		Date	23/01/23
Document Owner	Tony Lynn		