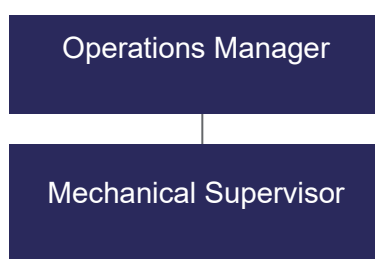


JOB DESCRIPTION

Position Title	Mechanical Supervisor	Department	Technical Services
Generic Job Title	Maintenance Supervisor	Segment	Healthcare
Team Band	K2	Location	Wythenshawe
Reports to	Operations Manager	Office / Unit name	Wythenshawe Maintenance

ORGANISATION STRUCTURE



Job Purpose

- The Mechanical Supervisor shall carry out a varied range of duties across a busy healthcare environment. The duties will be carried out across the Wythenshawe site.
- The Mechanical Supervisor will report directly to the Operations Manager and will ensure that all planned preventative and reactive maintenance operations relating to Mechanical & Plumbing services are carried out in accordance with legislation, codes of practices, manufactures recommendations, HTMs, HBNs, H&SE recommendations and are completed to programme and within the contractual response times.
- The Mechanical Supervisor is to be responsible for the day-to-day operation, direct management of directly employed trades staff and specialist subcontractors.
- The Mechanical Supervisor will have a good working knowledge of Health and Safety at work act 1974. The Mechanical Supervisor will have a good working knowledge of building services.

Accountabilities or “what you have to do”

- Will be responsible for the day-to-day operation, direct management of directly employed trade staff and specialist sub-contractors.
- Will have a good working knowledge of Health and Safety at Work Act 1974.
- The Mechanical Supervisor is required to have a minimum of an NVQ Level 3 or equivalent.

- Will ensure that all Statutory and Non-Statutory PPM work is carried out and is fully compliant with legislation, codes of practices, manufactures recommendations, HTMs, HBNs, H&SE recommendations, and HVCA.
- Will produce rosters to ensure planned and reactive maintenance activities are assigned to DEL and sub-contractors.
- Will carry out risk assessments for each maintenance activity.
- Will carry out a minimum of 5 percent checks on live and completed works.
- Will be a Responsible Person for water hygiene and ensure PPMs are completed as per ACOP L8 & HSG 274.
- Ensure timesheets are correctly completed, approved, and submitted as required for all Mechanical Operatives.
- Have a working knowledge of the site BMS systems.
- Conduct recharge work estimates inclusive of timed break downs as directed by senior managers.
- Ensure docket system operates appropriately for the Mechanical trade.
- Have overall responsibility for ensuring docket priority is adhered to.
- Ensure the Work in Progress is managed to satisfactory levels.
- Ensure staff and subcontractors conform to health and safety requirements.
- Ensure remedial actions required on repairs and PPM jobs are raised and completed, where necessary advise the Operations Manager.
- Advise on fault finding on systems and instruct others as required.
- Ensure all Mechanical PPM records are kept and maintained as directed by the Technical Operations Manager.
- Assist the Operations Manager on operational and technical issues as necessary.
- Be the Authorised Person for Confined Spaces (preferred).
- Be the Authorised Person for Ventilation (preferred).
- Be the RP for Water Hygiene (preferred).
- Control and issue permits as required including shutdowns and Mechanical isolation of systems. Advising the Trust on departmental notification.
- Have a good working knowledge of F-Gas, Medical Gas, Regulations with adequate training.
- Drive the company vehicle as necessary.
- The Supervisor will manage minor multi-disciplinary projects from request through to handover via DEL or subcontractors and ensure all recharge paperwork is completed in a timely manner.

- Will ensure the Mechanical trade group complies with the contractual obligation on Key performance indicators.
- Participate in 15-minute response system. (Only If required in an emergency situation).
- May be required to work on other Sodexo contracts as required.
- Will undertake all additional duties as requested by senior management.
- Will manage chargehands, directly employed labour (DEL) and sub-contractors.
- Will be in contact with end users within the hospital facilities.
- Will ensure that trade staff discipline is maintained.
- Will deputise for other supervisors of differing disciplines as directed by management.
- Must be able to communicate at management level.
- Responsible for your own Health and Safety and that of your colleagues.
- Be familiar with the Trust's Hand decontamination Policy, attend mandatory training and be compliant with all hand hygiene standards at all times.

Signed: _____

Dated: _____