

Job Description: Maintenance Technician



Function:	Justice Services
Position:	Maintenance Technician
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Maintenance Supervisor
Additional reporting line to:	Technical Services Manager
Position location:	HMP Addiewell

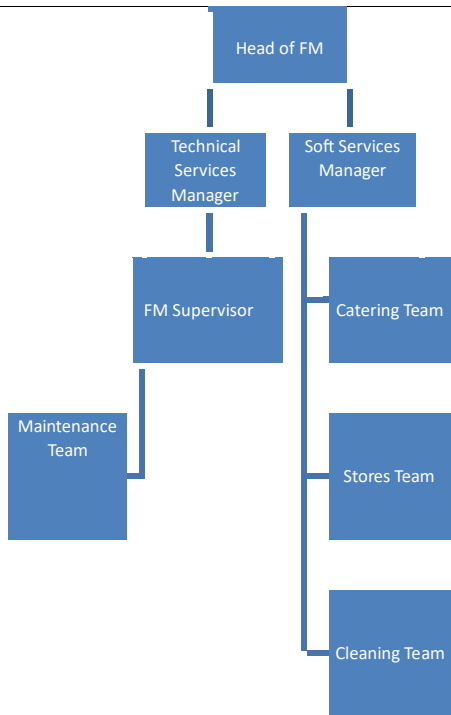
1. Purpose of the Job – State concisely the aim of the job.

- To provide a first class, professional service to client and customers of the prison estate and to take personal ownership and responsibility for the standards delivered.
- To assist the FM team and Maintenance Supervisor with the day-to-day service of the department.
- To manage the allocation of reactive tasks generated from Global Maximo to the FM team and to ensure that all work is completed within the timeframes set out in schedule C
- Working closely with the FM hard services team to ensure the Prison estate continues to comply with statutory requirements and maintain the health and safety requirements of the estate and the FM team.
- To report all faults and issues as they arise to all relevant functional managers as directed in the LOP
- To have a broad knowledge of the building mechanical services across the prison estate

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 n/a rate:	Region Workforce	tbc
	EBIT margin:	tbc				
	Net income growth:	tbc		Outsourcing growth rate:	HR in Region	tbc
	Cash conversion:	tbc				
Characteristics <input type="checkbox"/> Add point						

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.

- Ensure all installations, repairs and maintenance meet the requirements of the appropriate codes of practice, meet current industry standards.
- Hold relevant training records of required competencies in line with trade qualifications and experience.
- Ensure all installations, repairs and maintenance meet environmental protection requirements
- Work in accordance with Sodexo's policies and procedures, SSOW, Risk Assessments, 3 Checks for Safety.

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

- ▢ Accurate records of maintenance and repair work will be maintained
- ▢ All work will be completed to relevant trade standards
- ▢ All staff and external visitors will be treated professionally and politely
- ▢ Security breaches will be reported
- ▢ Processes and procedures will be always followed

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 systems where suitably trained within the establishment.
- Carry out repairs and preventative maintenance to all other systems where suitably trained within the establishment.
- 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 systems and fixtures □ 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 operation of the prison.
- Carry out, out of hours call out procedures on an “On Call” Rota system and take appropriate action
- Work in accordance with Sodexo’s policies and procedures

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

- High level of 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

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| ■ Must have served a recognised apprenticeship and obtained relevant trade qualification |
| ■ Ability to perform tasks alone or in a team to a high standard without constant supervision |
| ■ Assist other trades within the establishment |

9. Management Approval – To be completed by document owner

Version		Date	04/09/2025
Document Owner	Jenny Findlay		

