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Job Description

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|  | **P****osition Title** | BCE Technical Officer |  | **Department** | N/A |  |
|  | **Generic Job Title** | Engineer |  | **Segment** | CSIFM |  |
|  | **Team Band** | A |  | **Location** | Colchester Garrison PFI |  |
|  | **Reports to** | Technical Operations Manager |  | **Office / Unit name** | Colchester |  |
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|  | **Organisation structure** |  |
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|  | **Job Purpose**The post holder will be responsible to the Technical Operations Manager in supporting the BCE aspects of the contract. |  |
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|  | **Accountabilities** or “What you have to do”The post holder will be responsible in supporting the delivery of planned & reactive maintenance functions to be on time, to budget & specification whilst limiting any liabilities upon Sodexo CS IFM. His/Her duties will include but are not limited to: * Assissting senior engineers to deliver planned & reactive maintenance to ensure that it is performed in such a manner as so to limit disruption to the Site, negate any possible penalties / liability to SODEXO, & provide seamless service provision
* Supporting the Asset manager to update the asset register and amending maintenance tasks / job plans as the buildings are alienated or demolished using the company CAFM QFM
* Provide an advisory link with the Asset and Lifecycle Manager during the design and construction phases of contracts / projects ensuring that maintenance and Lifecycle issues are addressed and implemented.
* Providing technical support and guidance to the Estates Manager, Compliance Manager and Asset and Lifecycle Manager for M & E services.
* Provide an interface with Nominated Persons including Barrack Damage sign-off
* Management of works within Company Quality Assurance & Health / Safety Systems
* Undertake Health, Safety & Quality responsibilities as defined within the procedures
* Exercise demonstrable management of subcontract resources
* Assist to projects team in planning, procuring and project managing any project works that may arise (inclusive of Lifecycle works), maintaining the delivery of project related records, updating asset registers and maintenance systems accordingly.
* Perform audit checks upon completed works
* Undertake all reasonable requests as instructed by the Technical Operations Manager
* Act as the Co-Ordinating Authorised Person on site.
* Conduct AP duties in Hazardous Areas and AP Standby Systems.
* To regularly check the M & E electronic drawings and update on completion of project & lifecycle works.
* Provide M & E Technical support to RMPA & CMT for specific requests relating to BCE and high risk activities under your control as an appointed Authorised Person.
* Complete Statement of Known Hazards forms prior to any project or lifecycle works.
* If required to provide cover / assistance at other Sodexo sites
* Be available for the Manager Callout roto as required.
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|  | **Key Performance Indicators** (KPIs) or “What it will look like when you are doing the job well”  |  |
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|  | **Dimensions**  |  |
|  | Financial | - |  |
| Staff | -  |
| Other | Key relationship required with all PFI Stakeholders which are RMPA, G4, CMT and Sodexo Defence |
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|  | **Knowledge, skills and experience*****Essential***The post demands a person who understands & has worked with planned & reactive maintenance systems found predominately in MoD, Industrial or Commercial Sites and can demonstrate high levels of dedication & resourcefulness. Only those able to operate under their own initiative whilst still remaining an active team member should apply. Of high calibre, technical ability and experience mature in attitude coupled with good all round management and personal qualities.Minimum of 10 years experience in M & E services is required and must have the technical ability to be able to complete Authorised Person courses. Must have good judgement and foresight being able to solve problems and show initiative. Demonstrate a high level of self management, being able to deal with changing priorities and providing a quality service to the Client. Carry out his/her duties with drive, determination and decisiveness, being able to work under pressure in a demanding post. Excellent communication skills both written and oral coupled with a pleasant outgoing personality. Ready & able for the forthcoming challenges & rewards upon a pivotal contract.*Education / Qualifications:** Minimum ONC or City and Guilds in a Mechanical or Electrical subject – preferably HNC qualified or working towards HNC.
* Apprenticship time served
* C & G 2382 (BS 7671 17th Edition Qualified)
* IOSH Qualified
* Preferably hold Authorised Person tickets & QA Auditor trained
	+ AP – High Voltage
	+ AP – Low Voltage
	+ AP – Hazardous Areas
	+ AP – Standby Systems
	+ RP – Fire Safety Systems
	+ AP – Petroleum
	+ RP - FGas
	+ AP – Pressure Systems
	+ AP - Confined Spaces
	+ RP – Asbestos
	+ AP – Working at Height
	+ AP – Medical Gases (Dental Air)
	+ AP - Lifts
	+ AP – Water Services
	+ RP – Gas
	+ MOD SCIDA
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|  | **Contextual or other information**  |  |
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| Version | Rev1 | Date | 21 March 2022 |
| Document owner | S Dawson |