

Job Description: Maintenance Operative

Function:	Justice Services
Position:	Maintenance Operative (General)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Technical Facilities Manager (David Bradford)
Additional reporting line to:	Head of FM
Position location:	HMP Forest Bank

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

To carry out maintenance and repairs to ensure the safe and efficient running of the establishment.

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 ■ 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.

Head of FM
Technical Facilities Manager
Maintenance Operative (General)

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.

- To support the Director in delivering the vision for HMP Forest bank, by ensuring that the prison operates effectively with the corporate and local values and vision.
- To operate within a call out system as directed by the facilities management team
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5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Ensure all maintenance repairs are carried out in a timely manner.
- All work undertaken is carried out safely using good practice.
- Tool management procedures are adhered to.
- Carry out all maintenance repairs, planned preventative maintenance tasks and project work as directed in order to ensure that operational support is provided to the establishment at all times.
- To undertake project work as directed by the Technical Facilities manager.

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 all maintenance repairs, planned preventative facilities tasks and project work as directed in order to ensure that operational support is provided to the establishment at all times.
- To 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.
- To undertake project work as directed by the Technical Facilities manager.
- Supervise prisoner working parties, where applicable.
- To communicate effectively and work productively 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.
- Undertake duties, as required, that contribute to the effective operation of the prison.
- To work in accordance with all Sodexo 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 inter personal skills
- Have a positive approach to Health and Safety
- Proactive, systematic approach to tasks.
- Ability to work to correct time schedules and deadlines.
- Team Player

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

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| ▪ Effective communication skills both written and oral. |
| ▪ Ability to perform tasks alone or in a team to a high standard without constant supervision |
| ▪ Assist other trades within the establishment |
| ▪ Efficiency and discretion |

9. Management Approval – To be completed by document owner

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Document Owner			