

Job Description: FM Maintenance Operative



Function:	Justice Services
Position:	FM Maintenance Operative
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Maintenance Supervisor
Additional reporting line to:	Deputy Head of Facilities
Position location:	HMP Addiewell

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

To use appropriate skills to support existing FM team on planned and reactive maintenance works within the prison. To assist and support both the Maintenance Supervisor and allied trades.

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
Deputy Head Of Facilities
Maintenance Supervisor
FM Maintenance Operative

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
- Hold relevant training records of required competencies.
- Ensure all installations, repairs and maintenance meet environmental protection requirements
- Work in accordance with Sodexo's policies and procedures

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 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 all other systems where suitably trained within the establishment.
- 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

▪ 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	13/09/21
Document Owner	Head of FM		