

Function:	Electrician
Position:	Maintenance Electrician
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	David Fenn
Additional reporting line to:	Ashley Hawkins (Electrical Supervisor)
Position location:	Leonardo Helicopters site, Yeovil

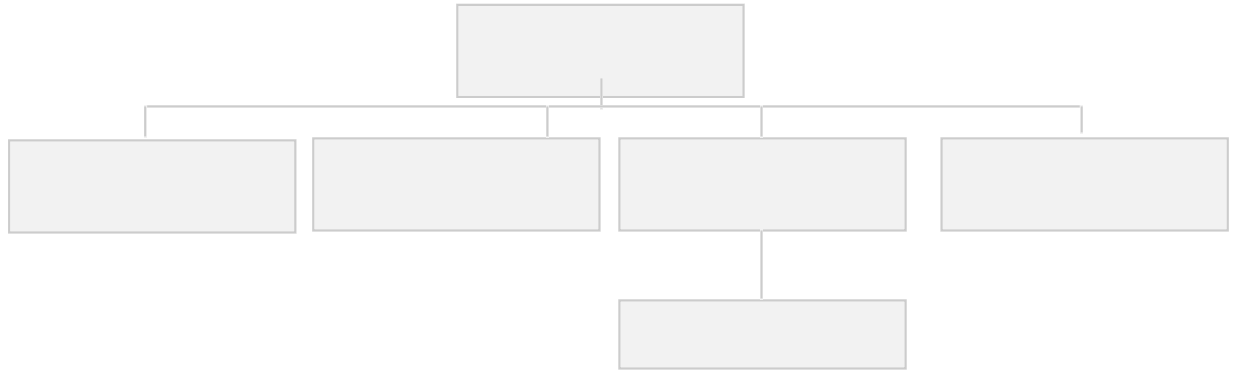
**1. Purpose of the Job** – State concisely the aim of the job.

- The aim of the role is to work as an individual or as part of a team on a rotating shift pattern to carry out works on site to ensure the continued operation of the site buildings.

**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.

- Carry out planned maintenance of electrical and mechanical bias working with a mechanical engineer.
- Carry out reactive and emergency response to issues arising on the site during your shift.

### 3. Organisation chart



### 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.

- The site is a fully operational location with restrictions placed on business impacting activities such as shutdowns.
- The buildings on site serve many functions and are of various ages.
- Site occupancy is very low during night shifts.

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

- Undertake maintenance and reactive activity to a wide range of Electrical Building Services equipment including but not limited to LV systems, general lighting, building controls, small power and distribution, BMS systems, Fire Alarm and other equipment found in modern commercial/industrial premises
- Undertake within your levels of competency, inspection and reactive activity wide range of Mechanical Building Services equipment including but not limited to heating boilers, pumps, fire alarm systems, fan coil and air handling units, BMS systems and other equipment found in modern commercial/industrial premises.
- Be an essential part of the local team who will ensure the safe operation and repair of all M&E building services and fabric equipment on the site.
- To work within a shift system to provide a core presence at client site.
- Working in line with the Permit to Work System.
- Participate in departmental energy saving schemes and promote the understanding and importance of the economic use of energy.
- Take part in Appraisals/Performance Reviews including the recognition of training and development needs.
- Monitor site performance of sub-contractors and report poor performance.
- Use of IT systems (Handheld device) as part of the CAFM system.
- Work in line with issued Risk Assessments and Safe Systems of Work.

**6. Accountabilities** –Key outputs of the position vis-à-vis the organisation.

- Carry out electrical repairs on site to ensure functionality and compliance.
- Use own initiative to carry out work safely and effectively without constant close supervision to ensure delivery targets are met.
- Work as part of a helpful, pro-active building and facilities team that will responsibly communicate with members of the client and own team achieve good communication and passage of information.
- Follow site safe systems of work and procedures to ensure a high level of safety is maintained.
- Be proactive to identify and report faults with building services equipment and take steps to resolve.
- Remain flexible with regards to site tasks undertaken within personal competency.
- Be fully aware of relevant Health and Safety and general legislative matters.

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

- Experience in electrical maintenance and repair.
- Good communication skills at team and management level both within the team and to the Client.
- Excellent aptitude to time management.
- Experience of working successfully within the requirements of a regulatory body.
- Work well within a team.
- Numerate and computer literate.
- Excellent communications both written and verbal.
- BTEC NC/ND Electrical qualification or equivalent
- 18<sup>th</sup> Edition
- At least 5 years fully qualified in industry

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

▪ Competence in latest Electrical Regulations	▪ Communication at various levels
▪ Experience in FM contracts	▪ Innovation and Change
▪ BTEC NC/ND Electrical qualification or similar	▪ Client Satisfaction / Quality of Services provided
▪ 18 <sup>th</sup> Edition	▪ Brand Notoriety
▪ Employee/Employer Engagement	▪ Learning & Development

**9. Management Approval** – To be completed by document owner

Version	SDX0.1.1	Date	23/05/25
---------	----------	------	----------

Document Owner	David Fenn
----------------	------------