

Job Description:
[Facilities Supervisor]

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| Function:  | Sodexo Justice |
| Position:  | Maintenance Supervisor |
| Job holder: | TBC |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Techincal Services Manager – Hard FM |
| Additional reporting line to:  | Head Of Facilities Management  |
| Position location:  | HMP Addiewell |
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| 1.  **Job Introduction** |
| * We are looking for a Maintenance Supervisor To efficiently manage and support a team of engineers of all disciplines on a day to day Including electrical and mechanical, and building services within HMP Addiewell
* To provide a first class, professional service of the HMP Addiewell estate and to take personal ownership and responsibility for the standards delivered.
* Managing a team of skilled and semi-skilled engineers
* To manage, control the allocation of reactive tasks generated from Maximo and/or similar to the FM team in readiness for shift commencing 8am and to ensure that all work is completed within the timeframes set out in schedule C.
* Maintaining, review the PPM regime and related documentation.
* Ensuring that all statutory building compliance is upheld in line with SFG20 Maintenance Schedules Rev 3.6.2
* Working closely with the hard FM manager(s) 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.
* Dealing with planned and reactive maintenance tasks as required
* Managing visiting contractors and the specialist engineering providers
* As well as doing your own tasks in the team, you will supervise the work of the in-house
* To assist the Head of FM and hard /soft FM managers with the day-to-day service of the department.
* To work closely with site function heads and maintain harmonious working relationships, and to reduce disruption to the regime and operational function to the HMP Addiewell estate.
* To have a broad knowledge of the building services across the HMP Addiewell estate.
* Align the maintenance policies and procedures to deliver the vision, including any new processes.
* Problem-solving and decision-making abilities.
* Knowledge of health and safety regulations.
* Good IT skills with experience of spreadsheets and scheduling systems to organise work and staff.
* Working hrs: Mon to Fri 8am to 4pm c/w ½ hr lunch break
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| **2. Role Responsibility**  |
| * Enhance the existing planned preventative maintenance schedules to shift the emphasis from reactive to proactive maintenance while ensuring all compliance requirements are delivered.
* you will be responsible for overseeing the maintenance operations of the properties to ensure they are well-maintained, safe, and aesthetically pleasing.
* As the Maintenance Supervisor you will be required to work directly within the FM team organizing and prioritizing the daily workload, within the given times of work 8am to 4pm with ½ break. Or unless agree with head of FM.
* You will be required to participate on the out of hours emergency call out Rota on a rotational basis.
* Manage and control holiday, absence to ensure cover for the HMP Addiewell
* Review the weekly PPM works and associated administration and assist trade qualified staff when required.
* Use the CAFM system (Global Maximo) to manage reactive and PPM works requests, including reviewing, checking certification and /or remedials actions.
* Aid with the delivery of projects from external contractors and internal FM staff.
* To assist with the delivery of an effective service management system in line with the SLA’s
* Promote the Sodexo safety Culture “3Checks for Safety” & the “7 Safety Nets”
* Where possible, personal contact is made to develop a positive relationship with departments across the prison estate.
* Respond promptly and provide support with any emergency/crisis situation within the HMP Addiewell, acting as support to the FM and Deputy FM managers during the situation.
* Review RAMS, COSHH and prepare Permits for sub/con.
* Be aware of all accidents/near miss incidents that occur in the area responsible in line with incident/accident reporting procedure.
* To complete any other reasonable task requested by the Director or senior management team.
* Be vigilant and report any security issues immediately to line managers/security team.
* To comply with statutory and legal requirements for fire and health and safety.
* Deal with all enquires in a professional and courteous manner, in person, email or over the telephone.
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| 3.  **Ideal Candidate** |
| * **NVQ Level 3 standard or equivalent**:
* Excellent communication skills.
* Comprehensive knowledge of the FM function and the ability to co-ordinate work tasks according to priority.
* Positive approach to learning in role and identifying own training needs as appropriate.
* Self-motivated and able to work on own initiative within a team environment.
* Experience in supervising a team.
* Be competent in Microsoft Word/Excel.
* Reliable
* Team builder and motivator
* Good networker, strong organiser and multi-tasker
* Strong communication skills

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| 4. Organizational Chart |
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Draft. Version: 27-03-2014

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
 | * HR Service Delivery
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version | Version 1 | Date 26/08/2025 |  |
| Document Owner | Mark Daly |

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