

Job Description:   
Fire Maintenance Operative

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Function: | | | | Sodexo Government – Facilities Management | | | | | | | | |
| Position: | | | | Fire Maintenance Operative | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | | May 25 | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Technical Services Manager - Maintenance Supervisor | | | | | | | | |
| Additional reporting line to: | | | | Deputy Head of Facilities Management | | | | | | | | |
| Position location: | | | | HMP Northumberland | | | | | | | | |
|  | | | | | | | | | | | |
| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To carry out various low-level fire safety maintenance, repairs and equipment checks, to contribute to providing and ensuring a safe environment in HMP Northumberland. | | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 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 |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

Draft. Version: 27-03-2014

|  |
| --- |
| 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 FM  Maintenance Supervisor  HRBP  Fire 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. |
| * Carry out fire safety maintenance repairs, planned preventative facilities tasks and directed project work to contribute to a safe environment within HMP Northumberland. * Carry out fire safety equipment checks on items such as Automatic fire Alam systems - extinguishers, - fire blankets - fire hoses. * Be prepared to undergo specific training to support the role to become Lead Fire Operative. * Be first point of contact around all portable Fire related equipment and information * Provide guidance and recommendations on site wide portable Fire Fighting equipment to management * Communicate effectively and work productively and collaboratively with all other staff. * Create / develop and maintain site wide plans around standard Fire Fighting equipment locations and assets * All work to be carried out to the relevant Fire trade standards. * Ensure Health and Safety policies are adhered to at all times. |

|  |
| --- |
| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Carry out various fire safety maintenances and repairs to ensure the safe and efficient running of the establishment. * Accurately update records and maintain all portable firefighting equipment records. * Cleaning of in-cell fire ventilation ducts/vents across the estate, planned maintenance on all cell inundation points, together with carrying out NOMs specification fire smoke testing as part of a rolling program. * Carry out scheduled, planned maintenance checks to SFG 20 standards (training/instruction will be given). |

|  |
| --- |
| 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. |
| * Ensure that all works are undertaken in a safe manner in accordance with good practice and all current Fire legislation surrounding portable Fire Fighting equipment * Be familiar with, and adhere to, tool management procedures as laid down in the Local Security Strategy. * Undertake duties, as required that contribute to the effective operation of the prison. * Participate in ‘out of hours call out procedures’ on an “On Call” rota system and take appropriate response action. * Escort specialist contractors and work beside them as required. |

|  |
| --- |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Have a positive approach to Health and Safety. * Proactive, systematic approach to tasks. * A positive approach to undergo instruction and training. * Ability to work to correct time schedules and deadlines. * A good standard of IT systems and processes |

|  |
| --- |
| 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 | | Good Communication | Service Spirit | | Spirit of Progress | Flexibility | |  |  | |  |  | |  |  | |

|  |
| --- |
| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version |  | Date | May 25 | | Document Owner | Gary Savage | | | |