

Job Description:
Mechanical Technical Officer

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| Function: | Defence Technical Services |
| Position:  | Mechanical Technical Officer |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Service Delivery Manager |
| Additional reporting line to: |  |
| Position location: | Colchester Garrison |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Responsible for the delivery of planned, reactive and minor new work tasks in line with legislative, contractual and Sodexo requirements utilising both internal and external resources. Act as SME for both Mechanical systems and water management, provide AP competency and duties as directed by the service delivery manager
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| 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  |  |

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| 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. |
|  **Service Delivery Manager** **Mechanical Tech Officer****Electrical Tech Officer****Facilities Coordinator x 1**Building & Fabric **Senior Engineer****Mechanical Senior Engineer****Electrical Senior Engineer****Building & Fabric Engineers****Officer****Mechanical Engineers****Officer****Electrical Engineers** |

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| **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 the completion of planned, reactive and minor new work tasks within permitted time frames so that punitive deductions are minimized
* Mitigating any risk that arises from the non-completion of statutory tasks
* The accuracy and legibility of completed work records
* Managing the coordination of building access with the customer
* Management of health and Safety for Internal and external resources

Provide periodic systems assessments Provide a scope to allow specific assessments WAH, Confine Space, COSHH (Legionella) to be undertakenUndertake final commissioning of systems* Provide and maintain as applicable suitable scheme of control or management plan
* Provide expertise in all areas of mechanical services
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Assist Senior engineer co-ordinating planned, reactive and minor new work tasks to ensure that it is performed in such a manner as so to limit disruption, negate any possible deductions
* Assist Senior engineer internal and external resources to deliver Sodexo’s service obligations at all times in an efficient manner
* Manage a fit for purpose supply chain
* Input into business cases to reduce bought in services and increase self-delivery
* To undertake inspections to ensure quality standards, both in terms of workmanship and materials, are maintained and ensure that any actions arising are completed
* Attending meetings as directed with RMPA, CMT and Garrison to discuss works programming and progress
* Providing advice and assistance on all works and issues to the Technical Services department and where appropriate RMPA, CMT and Garrison
* Work closely with senior engineers and the Helpdesk team to resolve technical enquiries
* Support the pursuance of construction related latent defects with SRML and RMPA through detailed fault analysis and contribution to robust business cases that clearly highlight the latent defect with a view to removing/minimising Sodexo risk
* Implementing and managing processes, systems, resources and reporting required to meet the performance and service criteria of the contract, whilst ensuring compliance with contractual and Sodexo governance
* Provide inputs and support the production of business cases for Lifecycle Replacement Works
* Support the cost recovery of Barrack Damages through the timely and accurate completion of worksheets and provide contextual evidence where necessary
* Support the population of the management information system to ensure it is fully and correctly populated with accurate data
* Ensure a suitable water management plan (scheme of Control) is raised and maintained ensuring the areas required of Water Regulations to maintain wholesome water supplies
* Ensure that completed worksheets are legible and accurate with pertinent information captured correctly
* Monitor water systems access ensuring the hygiene needs required of the system are maintained
* Demonstrate ownership and control of specialist suppliers required to complete works
* Drive down both subcontractor and supplier costs through effective and robust tendering
* Establish, maintain and further develop professional and credible working relationships with all stakeholders
* Close out all agreed non-conformances within the agreed timescales
* Ensure that all Sodexo employees project a positive, approachable, friendly and professional image.
* Ensure productivity and efficiency of the workforce is maintained
* Staff development should ensure competency and compliance to undertake the task in hand and a suitable training plan must be maintained
* Carry out Authorised Person &/or Responsible Person (Gas / Water) duties as required
* Participate in On Call and escalation processes and activities
* Carry out other reasonable tasks as directed to meet the operational requirements of the business
* Foster a positive health and safety culture whilst ensuring compliance with applicable statute and Sodexo policies and processes
* Water management planning must cover:
* Loss of service, Loss of Supply, proliferation, Emergency actions, commissioning of systems
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| 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. |
| * Delivery of all planned, reactive and minor new work tasks
* People Management of individuals within area of responsibility
* Management of Quality, Health, Safety and Environmental
* Compliance with applicable statute, policies and procedures
* Accurate record keeping for completed tasks
* AP & RP responsibilities for Gas, POL & water management
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Mechanical Technical Qualification
* Experience in Gas installations and infrastructure
* IOSH Managing Safely or equivalent
* Ability to achieve Authorised Person in a relevant discipline within 6 months of employment
* Ability to achieve Responsible Person (Gas) within 6 months of employment
* Ability to achieve water management RP status within 6 months of employment
* Familiarity with operating JSP 375 Safe Systems of Work
* Experience of managing a team
* Management of supply chain experience
* Excellent interpersonal skills with the ability to relate to all levels within the organisation and with customers and clients
* Ability to be an effective team player within a team
* Flexible with the ability to work under pressure
* Capable of working on own initiative and without supervision
* IT literate with experience of Microsoft Office
* Preferably a WIAPs registered engineer or willing to work towards this
* Preferably hold membership of an applicable water industry organization CIPHE, WMSoc or willing to work towards this
* Hold an applicable FULL NVQ level 2, 6009 or higher
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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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| * Brand Notoriety
 | * Innovation and Change
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| * Commercial Awareness
 | * Business Consulting
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| * Employee Engagement
 | * HR Service Delivery
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date |  |
| Document Owner |  |

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