

Job Description:

Multi Skilled Mechanical Engineer

|  |  |
| --- | --- |
| Function: | Defence Technical Services |
| Position:  | Multi skilled Mechanical Engineer |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Service Delivery Manager  |
| Additional reporting line to: | Senior Engineer Mechanical  |
| Position location: | Colchester Garrison |
|  |
| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Responsible for the delivery of planned, reactive and minor new work tasks as instructed and in line with legislative, contractual and Sodexo requirements.
 |
|  |
| 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. |
| **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** |

|  |
| --- |
| **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
* Observance of Health and Safety for all works
 |

|  |
| --- |
| *5. Main assignments – Indicate the main activities / duties to be conducted in the job.* |
| * Undertake reactive and planned maintenance works activities including but not restricted to heating; hot water and ventilation to a wide range of buildings inc domestic, commercial and industrial.
* To be conversant with and able to carry out inspections in accordance with current regulations for work on domestic and commercial installations.
* To inspect, order materials for and complete tasked works in a timely and efficient manner.
* To liaise with customers to arrange appointments, access and to discuss works.
* Carry out and complete all works to a high standard and in a competent manner with the property being left in a clean and tidy condition
* To liaise with other staff as necessary to ensure the timely completion of works within agreed operational targets
* Must be qualified holding current appropriate certification for the position.
* Be an essential part of the local team who will ensure that all works are carried out in a safe manner.
* To be part of the out of hours to provide on call standby as required.
* To undertake weekend/out of hours working, if required, to complete intrusive maintenance activities that cannot be undertaken in client operating hours.
* Take part in Appraisals/Performance Reviews including the recognition of training and development needs.
 |

|  |
| --- |
| 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 to a good standard and within required timescales
* Observance of Quality, Health, Safety and Environmental
* Compliance with applicable statute, policies and procedures
* Accurate record keeping for completed tasks
 |

|  |
| --- |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Current qualifications in relevant trades for commercial and domestic applications
* Current full UK Driving Licence.
* Excellent communications both written and verbal.
* Numerate and computer literate (Excel, Word and Outlook).
* Experience in mechanical fitting and associated maintenance skills.
 |

|  |
| --- |
| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * + Suitable qualifications/experience in the required trades
	+ Heating installations
	+ Hot Water service
	+ Ventilation
	+ Building Management System BMS (desirable)
	+ IOSH Managing Safely (desirable)
	+ CSCS Card (desirable)
	+ Plumbing (desirable)
 |

|  |
| --- |
| 9. Management Approval – To be completed by document owner |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Version |  | Date |  |
| Document Owner |  |

 |