

Job Description: [Electrician]

Function:	Justice Services
Position:	Electrician
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Maintenance Coordinator
Additional reporting line to:	Deputy FM Manager
Position location:	HMP YOI Bronzefield

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

To use appropriate trade skills to provide installation, testing, examination and maintenance works within the prison.
To assist and support both the Maintenance Team Leader and allied trades.

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			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ▪ Add point

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 FM
Maintenance Co-Ordintaor
Electrician

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 all installations, repairs and maintenance meet the requirements of the appropriate codes of practice
- Hold relevant training records of required competencies
- Work in accordance to Sodexo's policies and procedures

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

- Carry out repairs and preventative maintenance to all electrical systems where suitably trained within the establishment
- Maintain accurate records of all preventative maintenance and repair work carried out and report in detail any substandard or defective equipment
- Accurate records of maintenance and repair work will be maintained
- All work will be completed to relevant trade standards
- Perform scheduled maintenance service on electrical systems and fixtures
- All work to be carried out by the relevant trade Standards
- Carry out, out of hours call out procedures on an “On Call” rota system and take appropriate action

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.

- Carry out repairs and preventative maintenance to all electrical systems where suitably trained within the establishment.
- Perform scheduled maintenance service on electrical systems and fixtures
- Escort specialist contractors and work beside them as required
- Support the Health and Safety culture

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

- Demonstrable knowledge and experience of fault finding, installation and repairs
- Knowledge of commercial electrical repairs on HVAC, AHU, controls and BMS systems an advantage
- Previous experience of testing, inspection and PAT testing
- Proven experience of working with a Health and Safety culture
- Ability to work on own initiative
- Demonstrable experience of working with schedules and deadlines

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

Focusing on the client and Customer
Continuous improvement
Promoting the brand
Intellectual agility and eagerness to learn

9. Management Approval – To be completed by document owner

Version		Date	19/9/17
Document Owner	Laura Wiles		