

Job Description: Maintenance Supervisor



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

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

To supervise a multi skilled in-house maintenance team and specialist contractors to safely complete PPM and reactive M&E and FF&E maintenance works, ensuring statutory and contractual compliance targets are met and that the Prison is safe and functional.

Ensure that records are maintained correctly in collaboration with the FM Senior Administrator.

Provide hands-on support as required, including electrical works.

Support the Head of FM in the delivery of the FM Business Plan.

Assist the Head of FM and Deputy FM with project and lifecycle works.

Source parts via an established Supply Chain and propose innovative solutions and improvements.

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

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 and legislations.
- Hold training records of required competencies for direct reports and arrange relevant training to maintain and achieve necessary qualifications.
- Work in accordance to Sodexo's policies and procedures.
- Manage the 'On Call' rota system to ensure support is always available to the Prison. Actively participate

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

- Ensure safe working practices are implemented and take corrective actions where required.
- Report unsafe practices or conditions.
- Take an active interest in staff welfare, engagement and development.
- Demonstrate a genuine interest in the rehabilitative aims of the Prison.
- Assign PPM and reactive work orders to members of the team and monitor progress.
- Conduct a quality check of 10% of works undertaken by the team each month, implementing corrective actions as necessary and recognising successes.
- Carry out repairs and preventative maintenance to electrical systems and mechanical assets where suitably trained within the establishment.
- Assist in the maintenance of accurate records of all preventative maintenance and repair work carried out by the team and report in detail any substandard or defective equipment.
- Attend meetings and actively participate positively.
- Provide accurate reports and contribute to reports within required timeframes using Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
- Manage email and telephone communications.
- Monitor BMS controls.

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.

- Achieve 'Zero Harm' to staff, residents and visitors of the Prison through personal and team activities.
- Promote staff engagement through 121s, Personal Development Reviews and Team Huddles with direct reports.
- Effectively contribute to achieving successful audit results.

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

- Hold the City and Guilds 2382-15 Level 3 17th Edition qualification
- Have experience working in a dedicated Facilities Management Multi-skilled Maintenance Team

- Demonstrable team leader / supervisory experience
- Possess IT literacy in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook. Ability to grasp and use BMS, CAFM and other in-house software packages following appropriate internal training.
- Demonstrable knowledge and experience of fault finding, installation and repairs
- 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
- Knowledge of commercial electrical repairs on HVAC, AHU, controls and BMS systems an advantage
- Experience working in a 24/365 operational environment an advantage (eg. hospitals, universities, prisons, etc.).

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	2.0	Date	01 June 2018
Document Owner	Graham Croucher		