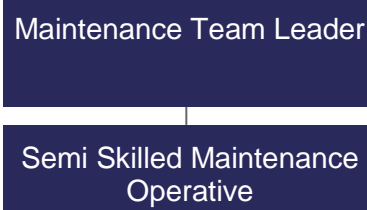


JOB DESCRIPTION

Position Title	Semi Skilled Maintenance Operative (6 months fixed term)	Department	Maintenance
Generic Job Title	Maintenance Operative	Segment	Sodexo Justice Services
Team Band	Unbanded	Location	Maintenance
Reports to	Maintenance Team Leader	Office / Unit name	HMP Addiewell

ORGANISATION STRUCTURE



Job Purpose

- Carry out cyclical Planned Preventative Maintenance (PPM) schedules to pre-set time scales and standards as deemed relevant for skill level and competence.
- Assist other maintenance staff within the post holders competence and expertise.
- Carry out bio-hazard clean up processes as required with relevant training.
- Carry out reactive repairs where relevant to ensure accommodation is maintained to agreed standards.
- Carry out preparatory clear up work before and after any major projects.
- Assist with all other works duties during any major incident or emergency where applicable.
- Operate all inclement weather Ice and Snow clearing equipment and participate within the establishment's Winter emergency "On Call response team. Carry mobile phone for response.
- Take part in specialist training procedures and processes relevant to duties such as Working at Height, Mobile Access Platform, BICS cleaning, etc.
- Undertake any other duties as required that will contribute to the effective operation of the prison.

Accountabilities or "what you have to do"

- Basic Trade knowledge desirable
- Driving license desirable
- Flexibility and adaptability to take instruction
- To participate in training as required in order to keep up to date with all mandatory and refresher training.
- Promote, understand and ensure compliance with all SJS Policies and Procedures

Hours

- 37.5 hours per week. Evenings and weekends may apply if work requires to be undertaken outside of core business hours.
- Participation in the 'Weather Response' on call rota is required once every 3 weeks

Dimensions

Financial	
Other	

Skills, Knowledge and Experience

Essential

- Good organisational skills
- Microsoft Office competent
- Good understanding of Health of Safety in the workplace

Desirable

- Experience of working within a secure environment.

Version	V1	Date	30/5/18
Document owner	Neil Quinn		