

Job Description:

Engineering Supervisor

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| Function: | Defence Technical Services |
| Position:  | 2x Electrical Engineer |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Service Delivery Manager  |
| Additional reporting line to: | Senior Engineer Electrical  |
| Position location: | Colchester Garrison |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * The post-holder will be responsible for (but not limited to) the, daily successful completion planned, and reactive maintenance tasks. The post-holder will ensure all company policy is delivered including contractor controls and H/S requirements.
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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  | * Add point
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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
* 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
* Ensure self-delivery is optimized at all times.

Management of health and Safety policies for Internal and external resources |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Monitor, evaluate and inspect planned and reactive maintenance tasks for quality and risk purposes.
* Ensure Planned and reactive tasks are completed in a timely and compliant completion
* Assist with procuring materials via SAP as appropriate in accordance with assigned DOA.
* Work in partnership with the Helpdesk Administration team to ensure seamless service delivery
* Monitor all tradesmen on-site to ensure compliance with all H&S requirements
* Ensure all tradesmen are working safely, effectively and in a timely fashion whilst carrying out their duties
* Provide supporting evidence in support of any Barrack Damage claims.
* Experience of operating within a diverse defence engineering and FM environment
* Experience in supporting a diverse technical multi-skilled workforce
* Must work well within a team and support other engineers whilst able to make decisions based upon own knowledge and initiative
* Undertake and deliver planned and reactive tasks as required to support operations.
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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. |
| Key Performance Indicators* All worksheets are completed and signed-off in a timely and compliant manner
* Ensure all tasks are completed to the required standard.
* Ensure all necessary PPE, ladders, tools and vehicle checks are carried out and recorded
* All stock items are procured in sufficient volumes, used and well managed and accounted for at all times.
* Comply with all quality standards and policies.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Experience of operating within a diverse defence engineering and FM environment
* Must work well within a team and support other engineers whilst able to make decisions based upon own knowledge and initiative
* Minimum 5 years’ experience of property related industry and a proven track record in Estate and Property Maintenance Management or similar type contract.
* Possess detailed working knowledge of current H&S Legislation
* Relevant Engineering qualification
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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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| * Engineering competence
 | * Leadership & People Management
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|  | * 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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