

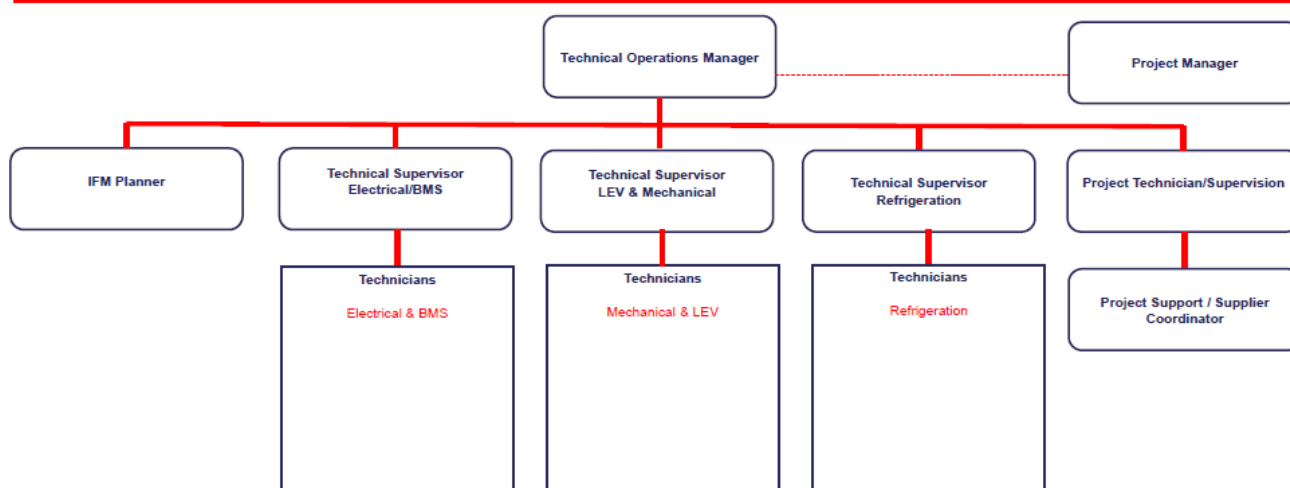
# LEV MA - APL

<b>Position Title</b>	LEV Maintenance Assist.
<b>Generic Job Title</b>	LEV Engineer
<b>Team Band</b>	Frontline (Un-banded)
<b>Reports to</b>	LEV Service Lead

<b>Department</b>	APL Tech Services
<b>Segment</b>	Corporate Services
<b>Location</b>	Alderley Park
<b>Unit name</b>	APL

## Organisation structure

### APL ALDERLEY PARK – TECHNICAL STRUCTURE



1 –

**Job Purpose**

Responsible for a supporting role in the delivery of planned LEV Test and maintenance across Alderley Park.

Reporting to the LEV Service Lead and the LEV Operatives.

***Accountabilities or “What you have to do”***

- Support the LEV team’s adherence to guidance and procedures defined in both APL or Sodexo SOPs and other related documents - Management of LEV in Systems such as SAP and PRIME Procedure, Contract Specification Document Work Stream
- Ensure you work in a safe manner always and demonstrate a positive SHE culture including near miss reporting and adhere to SSOW, RAMS and follow all client and area procedures.
- Ensure clearance certificates are in place or that there has been appropriate communication of potentially hazardous contaminants prior to Maintenance activities
- Arrange appropriate safe systems of work for all Maintenance related activities (Permits to Work, LEC etc.)
- Help to ensure a system is in place to track all "materials or parts" orders for each activity or work order from initial order to arrival onsite to completion
- Help to ensure effective coordination of all "maintenance" and "Thorough Examination and Testing" consumables and reorder without disruption to service delivery
- Support with updates to any related documents or internal SOPs where appropriate.
- Support change and service delivery development and assist with implementation.
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- Support with information for Site Leads (Sodexo & APL)
- Responsible to ensure that all equipment is maintained and calibrated to the relevant defined standards. (For example: all test equipment must be calibrated on an annual basis.)
- Responsible to complete regular vehicle checks for role allocated van
- Ensure any specific PPE (For example: Respiratory Protective Equipment) is managed in accordance with HSE guidance

**Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”**

- No additional; specific requirements for this role.

**Knowledge, Skills and Experience**

Relevant Experience:

- The role holder will have a technical background ideally with knowledge of the engineering principles and practices utilised across the lifecycle of a LEV system and/or have a desire to enter a career in the Technical/LEV arena
- Good site knowledge and specific area awareness

Qualifications to work towards attaining as part of the role:

- BOHS Proficiency Certificate P601 – Thorough Examination and Testing of Local Exhaust Ventilation Systems.
- Certificate in Principle and Practice of the Potassium Iodide (KI) Method for Determining Aperture Containment and Operator Protection Factor (as specified in BS EN 12469).
- Certificate in Principle of HEPA Filter Testing.
- Sodexo Certificate of Training for Biological Decontamination Theory.
- Sodexo Certificate of Training Practical Operation of the onsite Biological Decontamination Equipment (e.g. Steris X10)

**Contextual or other information**

- To be able to work with other APL or Sodexo suppliers and Sodexo site teams to deliver collaborative services which impacts and has a positive impact on customer Quality of Life (QoL)
- To network and share best practice with the wider Sodexo technical teams (bias towards LEV) across the UK and Ireland
- To be a collaborative team player and hold a desire to develop their knowledge and skills

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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<b>Version</b>	1	<b>Date</b>	22 <sup>nd</sup> June 2021
<b>Document Owner</b>	John Moores (Senior Operations Manager)		