

Job Description:

[Job Title]



Function:	Justice Services
Position:	Maintenance Opérative/Assistant (Semi Skilled)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	FM Maintenance Supervisor
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 carry out maintenance and repairs to ensure the safe and efficient running of the establishment. To assist and support 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 of FM
FM Maintenance Supervisor
Maintenance Operative

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.

- To operate within a call out system as directed by the facilities manager
- To be compliant with the Health & Safety at Work Act.1974 regulations
- To support the Director in delivering the vision for HMP YOI Bronzefield, by ensuring that the prison operates effectively with the corporate and local values and vision

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

- Work flexibly across trade disciplines as required
- Carry out all planned and reactive, maintenance repairs, planned preventative facilities tasks and project work as directed in order to ensure that operational support is provided to the establishment at all times
- Ability to carry out jobs and tasks where no previous experience is necessary, for example putting up notice boards, testing fire alarms, testing hydrants
- Some outside work/grounds person duties
- Working alongside tradespeople to learn trades
- Accurate records of maintenance and repair work to be maintained
- All work to be completed to relevant trade standards
- Ensure all maintenance repairs are carried out in a timely manner
- Management of tools
- To undertake project work as directed by the Deputy Facilities manager.

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 all planned and reactive, maintenance repairs, planned preventative facilities tasks and project work as directed in order to ensure that operational support is provided to the establishment at all times
- To ensure that all works are undertaken in a safe manner in accordance with good practice and current legislation
- Be familiar with, and adhere to, tool management procedures as laid down in the Local Security Strategy.
- To undertake project work as directed by the Deputy Facilities manager
- All work to be carried out to the relevant trade standards

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

- The ability to be proactive and systematic in handling of jobs/tasks
- The ability to work to correct time schedules and deadlines
- Willingness and ability to work flexibly across disciplines and sites/buildings
- Demonstrate commitment to delivering excellent customer service

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

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