

Job Description:   
Full time Facilities engineer

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| Function: | | | | Corporate Services | | | | | | | | |
| Position: | | | | Facilities engineer | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Mark Gill | | | | | | | | |
| Additional reporting line to: | | | | Jason North | | | | | | | | |
| Position location: | | | | ReAssure, Windsor House, Telford | | | | | | | | |
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| 1. Purpose of the Job | | | | | | | | | | | | |
| * Technical support to the Management Team and day to day management of the workload, establishing an efficient and effective department with high performance standards * Ensure all maintenance activities comply with the statutory, legislative and Company guidelines | | | | | | | | | | | | |
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| 2. Dimensions | | | | | | | | | | | | |
| Revenue FY13: | €n/a | | EBIT growth: | | n/a | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | n/a | |
| EBIT margin: | | n/a |
| Net income growth: | | n/a | Outsourcing growth rate: | n/a | HR in Region | n/a | |
| Cash conversion: | | n/a |
| Characteristics | | * 1300 employees on site within a 96,000sq foot building built in 1988 | | | | | | | | | | |

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| 3. Organisation chart |
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| **4. Context and main issues** |
| * Ensuring all mandatory and statutory paperwork is present and compliant * Managing contractors effectively to ensure planned maintenance is completed and recorded correctly |

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| 5. Main assignments |
| * The day to day management of all maintenance activities within the engineering team * Planning of the workload, ensuring that work is completed to schedule and the system updated accordingly * Ensuring efficient use of human & other resources to ensure value for money * Carry out diagnostic work * Control and Supervision of Specialist Sub Contractors * Allocation of work for both planned and reactive maintenance * Ensure all relevant records are kept up to date * Ensure good communication channel with the management team * To advise the General Services Manager on the effectiveness of PPM – additions, deletions or alterations etc. * To assist the Management Team with ordering of day to day replacement stock items and ordering of specialist materials. * Management of workshop operation and activities for the mechanical and electrical craftsmen * Ability to effect fault diagnosis on plant and equipment of a more complex nature * Be abreast of and adaptable to the introduction of new technology * Attend training courses as required * Responsibility for ensuring compliance with all relevant Health & Safety Legislation and site specific Health, Safety and welfare policies * Develop good working relationships with staff at all levels * Use of IT systems to provide / monitor data within the Maximo and other management reporting systems * Delivery of service specific on the job training for employees within a working group * Ability to affect a hands-on approach when required * Promote co-operation and versatility among departments * Ability to promote effective team working. * Participation in the emergency out of office hours on call rota on a week on week off basis. |

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| 6. Accountabilities |
| * Delivery of a consistent level of service, within the Company's standards, to the contract specification and service offer * Obtaining and managing compliant control of contractor documentation, including but not limited to; risk assessments, method statements, public liability insurance certificates, permits to work, certificates of competency, evidence of works. * Compliance to company policy’s and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH. * Client satisfaction * Timely response to requests |

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| 7. Person Specification |
| **Must Have**   * 17th edition wiring regulations certified * Previous experience of Statutory Compliance. * Advanced knowledge of CAFM Systems * Preferably 10 years (5 years minimum) experience in the similar or equivalent operations * IT literate * Knowledge of Health & Safety Legislation and COSHH.   **Preferable**   * A customer focused approach, exhibiting a reliable and responsible attitude * Excellent communication and good time management skills * Reliable and responsible attitude. * Contributes effectively working within a team environment. * Strong planning and organizational skills. * Proven to ability to prioritise and able to work on own initiative. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Rigorous management of results | * Innovation and Change | |

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| 9. Management Approval – To be completed by document owner |
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