

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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Draft. Version: 27-03-2014

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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 |
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| * Rigorous management of results
 | * Innovation and Change
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| 9. Management Approval – To be completed by document owner |
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| Version | V1 | Date | 21/05/2018 |
| Document Owner | Jason North |

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