

Job Description: Fire Maintenance Operative

Function:	Justice Services
Position:	Fire Maintenance Operative
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	A Culpan (Deputy Head of Facilities Management)
Additional reporting line to:	Head of Facilities management
Position location:	HMP Forest Bank

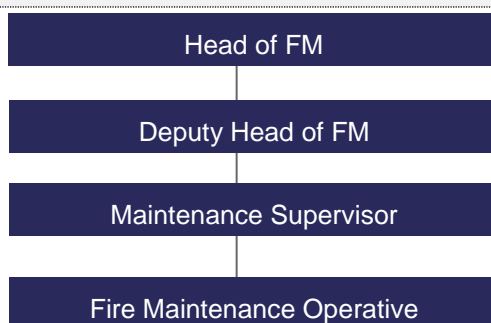
1. Purpose of the Job – State concisely the aim of the job.

- You will be required to carry out various Fire Safety Maintenance and Repairs to ensure the safe and efficient running of the establishment.

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.



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.

- Carry out all Fire Safety 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
- Undertake project work as directed by the Deputy Facilities Manager
- Communicate effectively and work productively with all other staff
- All work to be carried out to the relevant trade standards
- Ensure Health and Safety policies are adhered to at all times

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

- You will be required to carry out various Fire Safety Maintenance and Repairs to ensure the safe and efficient running of the establishment
- Cleaning of the in cell fire ventilation ducts/vents across the estate, planned maintenance on all cell inundation points together with carrying out the NOMs spec fire smoke testing across the establishment from an agreed rolling program

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.

- 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
- Undertake duties, as required that contribute to the effective operation of the prison
- Escort specialist contractors and work beside them as required

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

- High level of personal skills
- Have a positive approach to Health and Safety
- Proactive, systematic approach to tasks
- Ability to work to correct time schedules and deadlines

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

	Ability to perform tasks alone or in a team to a high standard without constant supervision	Assist other trades within the establishment	
	Good Communication	Service Spirit	
	Spirit of Progress	Flexibility	

9. Management Approval – To be completed by document owner

Version		Date	28.02.2018
Document Owner	Alistair Culpan		