

JOB DESCRIPTION

Position Title	Semi-Skilled Maintenance Operative (6 months fixed term)	Department	Maintenance
Generic Job Title	Maintenance Operative	Segment	Sodexo Justice Services
Team Band	Unbanded	Location	Maintenance
Reports to	Maintenance Team Leader	Office / Unit name	HMP Peterborough

ORGANISATION STRUCTURE



Job Purpose

- To carry out works on Lifecycle (flooring, painting and decoration, door repairs, plastering etc) as per schedules & pre-set time scales and standards as deemed relevant for skill level and competence.
- To assist other maintenance staff and contractors within the post holders competence and expertise to achieve Lifecycle deadlines.
- To be able to work alone and with other team members to overcome any issues.
- To carry out Lifecycle repairs to high standards to meet contractual obligations.
- To carry out preparatory clear up work before and after any major projects.
- To assist with all other works duties during any major incident or emergency where applicable.
- To help out with escorting duties when and if needed.
- To take responsibility to make sure work areas are kept safe and maintain safety procedure throughout of work, this including issuing permit to works & monitoring tool check sheet.
- Undertake any other duties as required that will contribute to the effective operation of the prison.
- To carry out any duties deemed to be necessary by FM.
- To work safely, be reliable and efficient.
- To communicate efficiently and clearly with work progress and time scales.
- To keep a record of materials used for Lifecycle and order if necessary.
- To maintain work tools in good working condition and store them in safe and secure manner.
- To report security breaches to FM and security manager.

Accountabilities or “what you have to do”

- Basic Trade knowledge desirable
- Driving license desirable
- Flexibility and adaptability to take instruction
- To participate in training as required in order to keep up to date with all mandatory and refresher training.
- Promote, understand and ensure compliance with all SJS Policies and Procedures
- To work hands on and manage Lifecycle projects and contractors.
- To meet deadline set by FM
- To work safely, be reliable and efficient.
- To be confident and have good communication skills

Hours

- 37.5 hours per week. Evenings and weekends may apply if work requires to be undertaken outside of core business hours.
- Participation in the ‘Weather Response’ on call rota is required once every 3 weeks

Dimensions

Financial	
Other	

Skills, Knowledge and Experience

Essential

- Good DIY skills
- Good organisational skills
- Microsoft Office competent
- Good understanding of Health of Safety in the workplace

Desirable

- Experience of working within a secure environment.

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Document owner			