

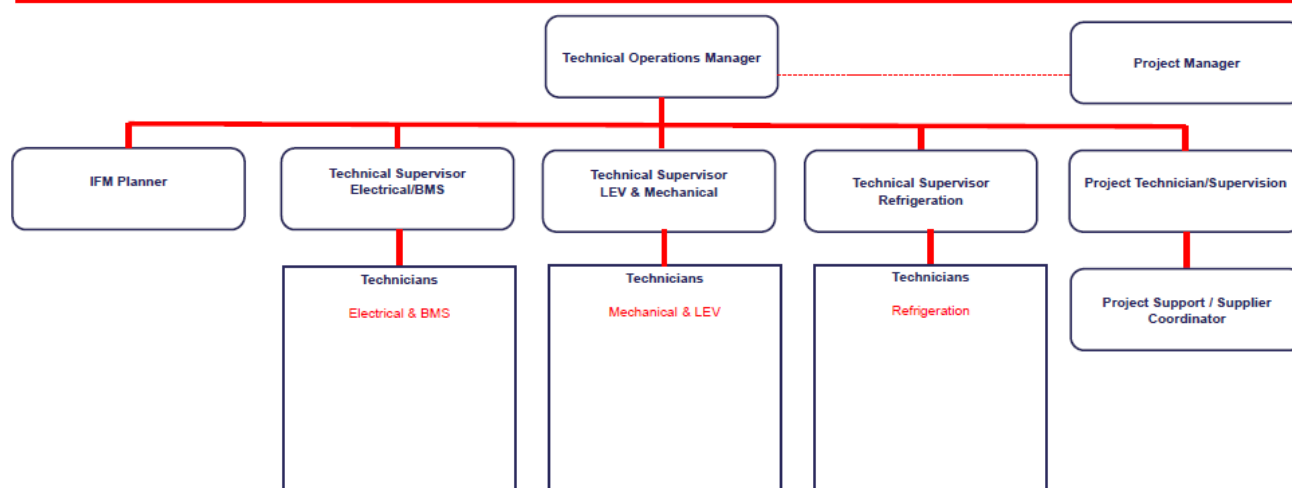
LEV Technician APL

Position Title	LEV Technician
Generic Job Title	LEV Engineer
Team Band	Frontline (Un-banded)
Reports to	LEV Service Lead

Department	APL Tech Services
Segment	Corporate Services
Location	Alderley Park
Unit name	APL

Organisation structure

APL ALDERLEY PARK – TECHNICAL STRUCTURE



Job Purpose

Responsible for the delivery of planned LEV Test and maintenance across Alderley Park.
Reporting to the LEV Service Lead with a dotted line into the Technical Operations Manager.

Accountabilities or *“What you have to do”*

- Full awareness and adhere to guidance and procedures defined in both APL or Sodexo SOPs and other related documents - Management of LEV in Systems such as SAP and PRIME Procedure, Contract Specification Document Work Stream
- To act as deputy and second point of contact for customers and stake holders to support the service operationally for aspects of the Mechanical & LEV Supervisor role during annual leave or when unavailable for defined and planned periods
- Ensure you work in a safe manner always and demonstrate a positive SHE culture including near miss reporting and adhere to SSOW, RAMS and follow all client and area procedures.
- Ensure clearance certificates are in place or that there has been appropriate communication of potentially hazardous contaminants prior to Maintenance activities
- Arrange appropriate safe systems of work for all Maintenance related activities (Permits to Work, LEC etc.)
- Help to ensure a system is in place to track all "materials or parts" orders for each activity or work order from initial order to arrival onsite to completion
- Help to ensure effective coordination of all "maintenance" and "Thorough Examination and Testing" consumables and reorder without disruption to service delivery
- Support LEV Lead with internal level 1 audits against the planned audit schedule devised by the Sodexo Quality Team
- Support with updates to any related documents or internal SOPs where appropriate.
- Support change and service delivery development and assist with implementation.
- Deliver TEXT and maintenance activities as well as biological decontamination, KI Discus and DOP activities as instructed by the LEV Lead.
- Support change and service delivery development and assist with implementation
- Support with information for Site Leads (Sodexo & APL)
- Responsible to ensure that all equipment is maintained and calibrated to the relevant defined standards. (For example: all test equipment must be calibrated on an annual basis.)
- Responsible to complete regular vehicle checks for role allocated van
- Ensure any specific PPE (For example: Respiratory Protective Equipment) is managed in accordance with HSE guidance

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- No additional; specific requirements for this role.

Knowledge, Skills and Experience

Minimum Required Qualifications

- BOHS Proficiency Certificate P601 – Thorough Examination and Testing of Local Exhaust Ventilation Systems.
- Certificate in Principle and Practice of the Potassium Iodide (KI) Method for Determining Aperture Containment and Operator Protection Factor (as specified in BS EN 12469).
- Certificate in Principle of HEPA Filter Testing.
- Sodexo Certificate of Training for Biological Decontamination Theory.
- Sodexo Certificate of Training Practical Operation of the onsite Biological Decontamination Equipment (e.g. Steris X10)

Relevant Experience

- The role holder will have a strong technical background, with knowledge of the engineering principles and practices utilised across the lifecycle of a LEV system.
- Good site knowledge and specific area awareness.

Contextual or other information

- To be able to work with other APL or Sodexo suppliers and Sodexo site teams to deliver collaborative services which impacts and has a positive impact on customer Quality of Life (QoL)
- To be able to work collaboratively as part of a team and train and mentor junior team members
- To network and share best practice with the wider Sodexo technical teams (bias towards LEV) across the UK and Ireland.

10. Employee Approval – To be completed by employee

Employee Name		Date	
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Version	3	Date	22 nd June 2021
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Document Owner	John Moores (Senior Operations Manager)	
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