

Job Description: [Flooring Specialist]



Function:	Justice Services
Position:	Flooring Installer (3 Year Fixed Term Contract)
Job holder:	Head of Facilities Management
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head Facilities Management
Additional reporting line to:	Head of FM
Position location:	HMP Northumberland

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

To use appropriate trade skills to provide installation and maintenance works within the prison with regard to all types of flooring. To assist and support both the Facilities Manager and allied trades.

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.

Head of FM
Deputy Head FM
Maintenance Supervisor
Tradesman

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.

- Ensure all flooring installations, repairs and maintenance meet the requirements of the appropriate codes of practice
- Ensure all installations, repairs and maintenance meet environmental protection requirements
- Work in accordance to Sodexo's policies and procedures
- Possess suitable training certificates with regard to Floor laying

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

- Accurate records of maintenance and repair work will be maintained
- All work will be completed to relevant trade standards
- All staff and external visitors will be treated professionally and politely
- Security breaches will be reported
- Processes and procedures will be followed at all times
- Carry out repairs and PPM within the establishment.

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.

- Carry out repairs and preventative maintenance to all systems associated to flooring.
- Maintain accurate records of all preventative maintenance and repair work carried out and report in detail any substandard or defective areas.
- Perform scheduled maintenance services to specific areas.
- Escort specialist contractors and work beside them as required.
- All work to be carried out by the relevant trade standards.
- Ensure Health and Safety policies are adhered to at all times.
- Undertake duties, as required that contribute to the effective operation of the prison.
- Work in accordance to Sodexo's policies and procedures

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

- Must have obtained relevant trade qualification in floor laying and demonstrate skills
- Ability to perform tasks alone or in a team to a high standard without constant supervision

	<div>■</div>
	<div>■ Assist other trades within the department</div>

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			