

# Job Description:

## Maintenance Assistant - Estates



Function:	Operations
Job:	<b>Maintenance Assistant - Estates</b>
Position:	Maintenance Assistant
Job Holder:	
Date (in job since):	Not Applicable
Immediate Manager:	Operations Manager - Estates
Additional reporting line to:	
Position Location:	Hereford Hospital

### 1. Purpose of the Job

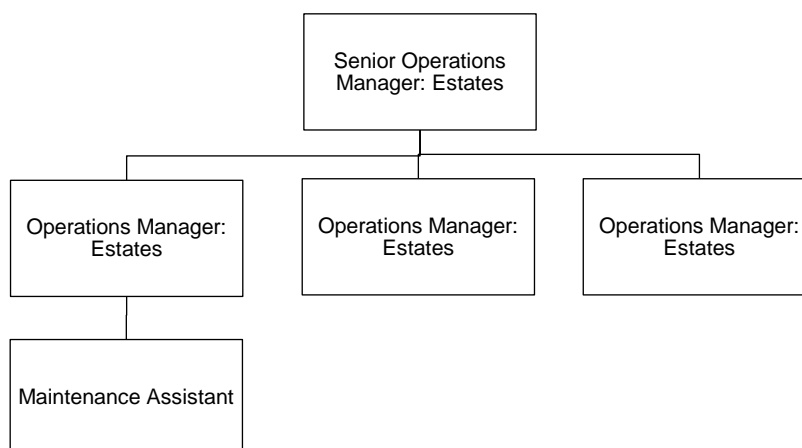
- Delivery of the Estates Maintenance Service at The County Hospital, Hereford in accordance with the Service Provider Agreement (PFI). Encompassing all aspects of estates maintenance, including programmed and reactive maintenance, to deliver services that comply with best practice, mandatory and statutory requirements, contractual obligations and corporate governance.

### 2. Dimensions

Revenue FY18:	tbc	EBIT growth:	tbc	Growth type:	NA	Outsourcing rate:	NA	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	NA	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

### 3. Organisation Chart



#### 4. Main Assignments

- Delivery of the Estates Maintenance Service, including programmed and reactive maintenance across multiple disciplines.
- Duty Holder in applicable technical disciplines, for example, Competent Person.
- Ensure compliance with relevant statutory, mandatory and contractual obligations in the delivery of the Estates Maintenance Service. Evidential documentation in support of compliance to be managed and available to satisfy audit requirements.
- Ensure application of, and adherence to, the Permit to Work system.
- Update and maintain accurate records including, PDA, job dockets and service reports.
- Establishment and maintenance of effective communications and working relationships both internally and externally to Sodexo.
- Adherence to the site health and safety, quality and risk management procedures.
- Participation in and contribution to Sodexo forums, initiatives and training.
- Participate in the on-call team rota, if and when required.
- Any other duties as may be reasonably required.

#### 5. Accountabilities

- Delivery of Estates Maintenance Service and reporting requirements, ensuring compliance with relevant statutory, mandatory and contractual obligations.
- Financial performance of the Estates Maintenance Service, including the recovery of rechargeable services/works.
- Adherence to the Sodexo Code of Conduct at all times.
- Adherence to the site health and safety, quality and risk management policies and procedures.

#### 6. Person Specification

- Experience within the engineering/Building industry.
- Relevant engineering/Building qualification and experience.
- Articulate and confident communicator (both verbal and written), with the ability to develop and maintain effective working relationships.
- Proactive and pragmatic approach to issue resolution.
- Flexible and adaptable approach to working within the changing needs of the business.
- Commitment to continuous improvement and service excellence.

##### Desirable

- Engineering/Building qualification.

#### 7. Competencies

- |   |                            |
|---|----------------------------|
| ▪ Growth, Client and Customer Satisfaction/Quality of Services Provided | ▪ Learning and Development |
| ▪ Brand Notoriety   | ▪ Innovation and Change    |
|   | ▪ Commercial Awareness     |

#### 8. Management Approval

Version	1.0	Date	04 January 2018
Document Owner	Mark Chapman		