

Job Description: [Electrical Tradesman]



Function:	Sodexo Justice Services
Position:	Electrician
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Head of Facilities Management
Additional reporting line to:	
Position location:	HMP Northumberland

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

To deliver a high quality professional Electrical maintenance on electrical installations, fire alarms, emergency lighting and building management systems, with a systematic approach to problem solving. At all times carrying out the duties and responsibilities of the post in compliance with Sodexo company policies and current technical legislation and Health & Safety. The post holder will be responsible for the effective delivery of the Prison maintenance function, working as part of a team and on their own initiative. Participate in a rota for call-outs from home in the event of emergencies.

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 FY16:	€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	TBC								

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.

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

- Install, maintain and repair electrical control, wiring, and lighting systems.
- •Read technical diagrams
- •Perform general electrical maintenance.
- •Inspect circuit breakers and other electrical components.
- •Troubleshoot electrical issues using appropriate of testing devices.
- •Repair and replace equipment, electrical wiring, or fixtures.
- •Follow National Electrical Code state and local building regulations.
- •Good knowledge of various test equipment. •

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.

- Performing a wide range of engineering tasks by operating computer-assisted design or engineering software and equipment.
- Conferring with customers, engineers, and others to discuss existing or potential engineering products or projects.
- Ensuring that installation and operations conform to standards and customer requirements by preparing electrical systems specifications, technical drawings or topographical maps.
- Establishing construction, manufacturing or installation standards or specifications by performing a wide range of detailed calculations.
- Ensuring compliance with specifications, codes, or customer requirements by directing or coordinating installation, manufacturing, construction, maintenance, documentation, support or testing activities.
- Writing reports and compiling data regarding existing and potential electrical engineering projects and studies.
- Preparing specifications for purchases of electrical equipment and materials.
- Estimating material, labour, or construction costs for budget preparation.
- Maintaining electrical equipment.
- Working with a variety of skill trades.

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

- Completion of electrician apprenticeship.
- Experience working as an electrician.
- I.E.E. 18th Edition Wiring Regulations

- Valid driver's license.
- Electrical system and maintenance and repair knowledge.
- Experience in renewable energy field”
- Minimum 5 years’ experience

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

<ul style="list-style-type: none"> ■ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ■ Leadership & People Management
<ul style="list-style-type: none"> ■ Rigorous management of results 	<ul style="list-style-type: none"> ■ Innovation and Change
<ul style="list-style-type: none"> ■ Brand Notoriety 	<ul style="list-style-type: none"> ■ Business Consulting
<ul style="list-style-type: none"> ■ Commercial Awareness 	<ul style="list-style-type: none"> ■ HR Service Delivery
<ul style="list-style-type: none"> ■ Employee Engagement 	
<ul style="list-style-type: none"> ■ Learning & Development 	

9. Management Approval – To be completed by document owner

Version	Version 1	Date 23/11/15	
Document Owner			