

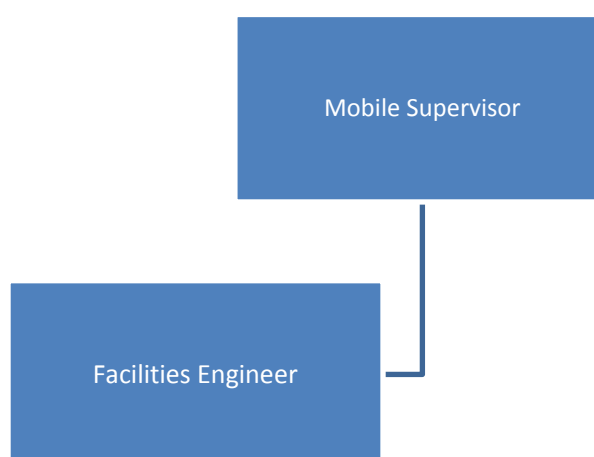
# JOB DESCRIPTION

Function:	Operations
Position:	<b>FACILITIES ENGINEER</b>
Job holder:	Technical Services Manager
Date (in job since):	
Immediate manager (N+1 Job title and name):	Technical Services Manager
Additional reporting line to:	Mobile Supervisor
Position location:	Scotland, Edinburgh

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

Planned Preventative Maintenance and reactive maintenance of general building fabric. Working in Central Edinburgh, you will have experience / expertise in diagnosing faults and rectifying them. Ensuring all statutory requirements are adhered to.

## 2. Organisation chart



**3. 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.

Work as part of the Mobile M&E team ensuring all PPM and reactive maintenance is completed in line with the contract and KPIs.

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

- Undertaking Preventative Planned Maintenance (PPM) tasks
- First line response to any associated work orders
- Emergency lighting testing
- Replace tubes, lamps and LED fittings
- Carry out minor adaptations to the environment, i.e. putting up shelves, notice boards
- Decoration and refurbishment
- Unblock sinks, toilets and drains, repair leaks, fit new tap washers, repair ballcocks
- Minor plumbing installations
- Building fabric repairs, i.e. tiling, ceiling tiles, flooring etc
- Adjust doors, tighten hinges, change or fit locks and door closures
- Assist other service lines (front of house/security/cleaning etc) where required
- Any other duties as required

**5. 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.

- Customer satisfaction
- Team spirit
- Compliance
- Innovations
- Service delivery
- No complaints
- Job satisfaction

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

**Essential**

- Experience of PPM and reactive work/tasks for a company
- Good computer skills (MS Office, PDA's etc)
- Physically fit as lifting may be involved
- Must be able to work in restricted/confined spaces / at height
- A good knowledge of health and safety
- Ability to handle tools correctly and safely
- Recognised apprenticeship or NVQ
- Must be able to work some flexible hours to suit the needs of a busy tourist attraction (some shift work required)

**Desirable**

- PASMA/IPAF trained
- Asbestos awareness
- L8 / Potable Water awareness

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

<input type="checkbox"/> Growth, Client & Customer Satisfaction / Quality of Services provided
<input type="checkbox"/> Brand Notoriety
<input type="checkbox"/> Innovation and Change
<input type="checkbox"/> Employee Engagement
<input type="checkbox"/> Learning & Development