

## Maintenance Department

### Job Description

**Job title:** Maintenance Assistant –Higher level (semi skilled)

**Location :** East Lancashire Hospitals NHS Trust

**Grade:** Band 3

**Reports to:** Maintenance Supervisor

**Responsible to:** Operational Manager - Estates

**Hours of Duty** 37.5 hours per week

**Job summary:** The post holder will work as an integral member of the Maintenance team. This will involve undertaking semi skilled duties and assisting in the maintenance and repair across the full range of electrical, mechanical equipment , site facilities and building fabric

This includes working effectively with the minimum of supervision and supporting all multi skilled craft persons and liaising with external contractors in providing an effective maintenance and, repair service which is responsive to the users needs.

The post holder will be employed on routine/non routine and fault finding maintenance duties.

The post holder must have the ability to work effectively using their own judgment to resolve situations/workplace problems and where necessary carry the emergency bleep/mobile communication.

Continued training will be applied to acquire craft duties, supporting craft and multi craft workers and work towards higher and wider abilities.

### Principle duties

- 1 To carry out Maintenance support work across all trade groups in a safe environment and to a high quality. Applies across the full range of electrical, mechanical engineering services, plant, non medical equipment and building fabric.
- 2 To undertake competency training where necessary to develop core trade skills.
- 3 To have the ability to undertake repair and maintenance on boilers, lifts, fire alarm systems , Legionella DHW –temperature checks, lamp renewals, sewage system maintenance , work area cleaning , materials handling , moderate excavating, heavy lifting etc The post holder shall also conduct PAT testing and meter readings using fine instrumentation and record the results accordingly.
- 4 Work within the Facilities Managements information system and to adhere to all managerial requirements.

- 5 Maintain records of work carried out in accordance with safe working practices. This will involve taking operational measurements on electrical and mechanical systems.
- 6 Ensure the safe operation of all maintenance tools, equipment and security of all plant, equipment and buildings under the jurisdiction of the Maintenance Department.
- 7 Drive Trust vehicles to assist in the collection and delivery of maintenance items and service delivery in accordance with the Trust Transport Policy.
- 8 Support induction of new starters and undertake training where necessary and to learn new techniques across trade areas.
- 9 Assist in the Statutory testing programme to ensure compliance with current legislation.
- 10 To work in potentially hazardous areas, confined spaces and contaminated equipment taking all safety measures to prevent danger, avoid injury and prevent damage all in accordance with the Trust and Department –Health and Safety Policies and Safe Working Procedures.
- 11 To report any building, plant and equipment failures and request in writing for the supply of goods or services taking reference to Maintenance manuals, manufacturers data etc.. The post holder shall assist in the maintenance of stock levels.
- 12 To liaise with Wards and Department staff to ensure the requested complex and routine work is specified correctly to meet the users needs, provided efficiently and completed within the agreed priority response periods
- 13 Be conversant with the current edition of the Electrical Safety Code for Low Voltage Systems for Competent Persons
- 14 The post holder shall promptly respond to unpredictable incidents and emergency requests received via Hospital Bleep and or mobile communications

**Hours of duty :**

A 37.5 hours, Monday to Friday 5 day week is worked. It will be the post holders responsibility to arrange correct management of any out of hours work, and may be required to work overtime..

The post holder may be required to participate in the Maintenance Department on call / emergency cover system following consultation and agreement.

**Governance - standards of conduct**

1. To fully comply with all Trust policies including the Maintenance and Estates Health and Safety policy, safe systems of work operating procedures, Asbestos Management Policy etc.
2. To use, in a proper and safe manner all personal protective equipment and facilities provided. Refrain from the wilful misuse, or interference, with anything provided in the interests of health and safety and any action which might endanger yourself and others.
3. To report when practical, all hazards and defects to your Supervisor/ Team Leader

4. To report when practical, all accidents and untoward occurrences, to ensure that accident forms are completed and co operate with the investigation of any accident or untoward occurrence
5. To conduct duties with regards to the Trusts stated values of ensuring:
  - Patients are individuals and have a right to respect, privacy ,dignity and choice
  - Staff are vital to the Trusts success and it is their contribution which provides high quality, service and reputation.
  - The maintenance department service is focused to meet the patients and other users requirements
  - Achievement in providing value for money through the most effective use of available resources.

### **Review**

The post holder is expected to work flexibly within their pay band and will be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised higher level of competence.

This job description is designed to identify the principle duties and may change from time to time to reflect the changing needs of the service.

Any review of the Job Description will be undertaken in consultation with the job holder.

**East Lancashire Hospitals NHS Trust has a No Smoking/ Tobacco Control Policy**

## PERSON SPECIFICATION

### POST: Maintenance worker- Higher level (Semi skilled)

	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>PHYSICAL</b>			
Presentation	Professional appearance		Interview
General Health	Physically fit, active and have the ability to pass pre-employment medical screening		Annual review , Personal Development Plan, Application Information, References, Interview and if Successful, Medical Examination
	Capable of working in maintenance and on construction sites, heavy lifting, climbing scaffolds, ladders, working in confined spaces etc.		Personal Development Plan, Application Information, References, Interview
Attendance Record	Consistent and reliable attendance record		Annual review , Personal Development Plan, Application Information, References, Interview
<b>ATTAINMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b>
Education	Sound academic demonstrative qualifications.		Annual review , Personal Development Plan, Application Information, Qualification Certificates, References, Interview
	NVQ level 2 or other equivalent recognised foundation qualification in maintenance plus two years post experience.		
	Ability to carry out basic routine maintenance work following short induction training		
	Be willing and able to participate in an ongoing training development programme within NHS Maintenance services		
Experience	Proven ability to understand and comply with detailed procedures		Annual review , Personal Development Plan, Application Information, References, Interview
	Demonstrate a minimum of six months previous experience in a maintenance support role within an Engineering or Building field.		Annual review , Personal Development Plan, Application Information, Qualification Certificates, References, Interview

PRIVATE	ESSENTIAL	DESIRABLE	ASSESSED BY
Work Skills	Be able to demonstrate an ability to manage priorities under pressure	Hold a current UK driving licence and other, relevant specialised driving vehicle license (fork lift truck, etc	Annual review , Personal Development Plan, Application Information, Qualification Certificates, References, Interview
<b>PERSONAL SKILLS</b>			
Communication	Clear and accurate written and verbal communication skills. Able to listen effectively	A pleasant manner and an ability to relate to people at all levels within and beyond the Trust.	Annual review , Personal Development Plan, Application Information, References, Interview
Flexibility	Demonstrate ability to cover in the department and provide reasonable flexibility in terms of hours worked		Annual review , Personal Development Plan, Application Information, References, Interview
	Proven ability to adapt to change		
	Proven ability to work in a team, be supportive of team members		
Learning ability	Proven ability to adapt to new ideas, knowledge and skills.		Annual review , Personal Development Plan, Application Information, References, Interview
	Develop the ability to use own initiative and work under supervision.		
Other skills	Proven ability to keep information confidential	Demonstrable team leading qualities	Annual review , Personal Development Plan, Application Information, References, Interview
		Actively seeks to develop their own knowledge, skills and ability	
		Have external interests outside of the scope of the job	Application Information, References, Interview