

JOB DESCRIPTION

ESTATES, FACILITIES AND DEVELOPMENT DIRECTORATE

JOB TITLE: Maintenance Technician (Electrical)

BAND: 5

ACCOUNTABLE TO: Estates Officer (Electrical Hull Royal Infirmary)

REPORTS TO: Team Leader (Electrical Hull Royal Infirmary)

OUR VALUES

CARE

We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.

We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.

HONESTY

We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.

We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.

ACCOUNTABILITY

We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.

We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

JOB SUMMARY:

To carry out the repair, maintenance or installation of all plant, equipment, systems and building structure/fabric associated with all Trust properties. This will consist of Planned Preventative Maintenance (PPM), testing and calibration, fault finding, emergency response, defect correction and minor works. This work will be undertaken on a partial shift system.

KNOWLEDGE AND SKILLS

1. Communication and Relationship Skills

Required to have excellent communication skills, ensuring good working relationships are maintained with Estates Department staff at all levels and other staff disciplines internal and external to the department in the course of carrying out their duties. Must be tactful and have persuasive skills in respect of providing and receiving complex and sensitive information.

Must possess training skills to undertake the training and/or instruction and evaluation of users of job specific systems and equipment. Be capable of explaining operational and technical issues to estates staff and trainees, clinical/nursing staff, departmental managers and patients in respect of ward and department building and engineering systems and equipment.

When required, provide short term cover for senior technician duties up to and including one month's duration. Attend departmental meeting and briefings as required.

2. Knowledge, Training and Experience

To have completed a recognised trade apprenticeship and hold a BTEC HNC/diploma in Engineering or equivalent City and Guilds qualification with practical and professional theoretical engineering knowledge acquired through a diploma plus significant equivalent experience in their specialist field.

Must complete recognised Btec Hospital Competent Persons accredited courses, and be appointed in writing, for work on Specialist healthcare systems as required.

Required to undertake mandatory and statutory training according to Trust policy and as identified in the Trust appraisal process, which will include some or all of the following: -

- Working in Confined Spaces Training.
- Working at Heights
- Asbestos Awareness Training.
- Abrasive Wheel Training.
- Lifting and Handling Training.
- Fire Training.
- Release of Trapped Passengers in Lifts.
- Provision and Use of Work Equipment Training (PUWER).
- Cardio Pulmonary Resuscitation Training.
- First Aid Training
- Infection Control Awareness Training.
- Non-Clinical Safety Day
- Information Governance
- Safeguarding

Required to complete specialist accreditation courses for some the following:

- IEE Wiring Regulations
- Inspection and Testing
- Portable appliance testing.
- Pressure Systems
- L114 Safe Use of Woodworking Machinery
- HTM Competent Person in appropriate discipline
 - Electrical
 - Ventilation
 - Decontamination
 - Medical Gases
 - Water Systems

Accept and utilise any other training and development offered in order to carry out duties and responsibilities to achieve a high quality service. The post holder will be employed to work appropriate to their core skills particularly around building and engineering plant and equipment maintenance. They will however, progressively be trained to acquire elements of other skills with the intention of reaching levels of multi trade flexibility and competence to enable them to achieve and apply their ability where required
Hold a full valid driving licence and carry out driving duties as required.

3. Analytical Skills

Must be experienced in fault diagnosis and analysis of complex critical equipment and systems, taking the necessary remedial action where appropriate considering a range of options and safety issues to effect repairs using 'cause and effect analysis' and detailed examination to gain a solution. Problem solve technical issues, fault diagnosis and solution finding. Assess safety situations/analysis and diagnosis of faults in complex, multi-faceted equipment.

4. Planning and Organisational Skills

Organise complex programmes of specialist maintenance and testing procedures for a wide variety of healthcare systems. Liaise with specialist service contractors, departmental managers and staff, and the in-house maintenance Team Leaders to co-ordinate work activity at mutually agreed dates and times.

Must be prepared to work a reasonable amount of overtime to undertake emergency repair work and planned maintenance work including operating theatre maintenance closures on bank holidays and weekends and cover for sickness and annual leave.

5. Physical Skills

Required to have developed skills to work to fine tolerances and accuracy using precision fine tools for adjustments and calibration of instruments and controls. Be capable of reading and understanding complex detailed design engineering drawings, and operation and maintenance manuals.

Utilise complex/sophisticated calibration and monitoring instruments using precision tools and measuring devices to obtain readings and test results and produce readings and results for records, and audit to meet quality assurance standards.

Monitor, calibrate and verify accuracy of test equipment used at recommended frequencies, to ensure they are meeting with NHS Technical memorandum standards.

RESPONSIBILITIES

6. Responsibilities for Patient/Client Care

Incidental contact with patients to complete tasks.

7. Responsibilities for Policy and Service Development

Proposes changes to protocols and procedures and to contribute to policy development.

8. Responsibilities for Financial and Physical Resources

Identify, arrange procurement and replacement of defective component parts and equipment on major items of engineering plant, cost effectively to the value of £2k.

The post holder must have a multi-skilled approach to a wide range of work of other trades outside their core trade skills, and be able to undertake work in a safe and effective manner, complying with all relevant safety legislation and Estates Department safe working procedures on all works undertaken.

Carry out the full range of maintenance duties specific to their core trade as required, including non-routine, planned, corrective and breakdown maintenance tasks, this includes work on, or around, bedhead services and building fabric in wards and departments which will involve incidental patient contact.

Core Mechanical Responsibilities:

- Domestic hot and cold water systems and plumbing services.
- Steam boilers, steam and condensate systems.
- Low temperature hot water heating systems, pumps and controls.
- Ventilation, air handling and chilled water systems.
- Hydrotherapy pool and water treatment plant maintenance.
- Compressed air systems.
- Site transport vehicle maintenance.
- Legionella and pseudomonas control.
- Compliance with current water regulations.
- Medical gas systems

Core Electrical Responsibilities:

- Standby Generators and associated equipment
- Uninterruptable power supplies
- Isolated power supplies
- Emergency lighting systems
- Low Voltage fixed installations
- Portable electrical appliances
- Ventilation and air-conditioning systems
- Building management systems (BMS)
- Refrigeration systems
- Fire Alarm systems
- Nurse call systems
- White goods

Core Building Responsibilities:

- Fire Doors and closers
- Locks (Digital, Electronic)
- Building Fabric (Roofs, Walls)
- Fire stopping
- Roads, Footpaths
- External drainage

Undertake regular Planned Preventative Maintenance (PPM) of a wide variety of building and engineering services plant and equipment. Record and analyse results with reference to historical data and determine appropriate actions. Provide condition and non-compliance reports as necessary.

Undertake modifications and adaptations to plant and equipment in order to comply with legislative changes or National DoH hazard notices.

9. Responsibilities for Staff/HR/Leadership/Training

Provide training, coordination mentoring and technical support for engineering maintenance assistants and apprentices/trainees working directly under them on delegated routine tasks on a job by job basis and to check and evaluate their work.

Provide Training on and utilise complex test equipment linked to computer systems to provide accurate information required for all test sheets or log books and history files.

10. Responsibilities for Information Resources

Must have good computer literacy skills to regularly use computerised systems such as Backtraq (Labour and Financial Management System) and the Building Management Systems (Honeywell and Trend) to generate and analyse reports and act on results.

To collate and manipulate information from a variety of sources and generate reports using Microsoft software

for further analysis.

Utilise departmental bespoke software to maintain accurate records for monitoring and compliance.

11. Responsibilities for Research and Development

Commission or witness test new systems and equipment installations installed on Trust property. Reconfirm correct operation on a regular basis and provide cascade training to Estates staff and users.

12. Freedom to Act

Work is managed rather than supervised. Utilise Trust PDA devices to organise and prioritise their own workload when required and work unsupervised and independently ensuring that all work is actioned or completed and response times adhered to. The post holder will be held to account for effective performance and will need to manage and balance competing priorities.

EFFORT AND ENVIRONMENT

13. Physical Effort

Carry Trust communication devices (PDA's/pagers/mobile phones/radios) for both normal duty and on call duty.

For on-call duty you must be able to attend site within 30 minutes of the call. You will be required to carry a long range pager and carry a Trust mobile phone for this purpose. You will work under your own initiative with the freedom to make decisions within a pre-defined set of parameters.

14. Mental Effort

Frequent concentration required for fault finding where the work pattern is both predictable and non-predictable.

15. Emotional Effort

Contact with patients on Wards and other Departments.

16. Working Conditions

Expected to follow safe working procedures for working in high risk/hazardous areas including some of the following on a day to day basis: -

- Excess heat and dirt, for instance boiler houses and service ducts.
- At heights using equipment.
- Maintaining or unblocking toilets, macerators or bed pan washers requiring strict infection control safe working procedures.
- Confined spaces, eg roof voids, tanks etc.
- Pressure vessels (including steam).
- Lifting and handling, including carrying tools, plant, equipment, steps and ladders, involving weights above 15kg with mechanical aid.
- Occasional contact with uncontained bodily fluids.

Often required to carry out processes requiring strong concentration skills such as fault finding in a pressure environment, an environment subject to frequent interruptions or as a result of an emergency developing elsewhere.

Undertake duties as instructed at any of the Trust properties.

Assist when required with salting, gritting and snow clearing of roads, paths and paved areas during adverse conditions and extreme temperatures.

HEALTH AND SAFETY

In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.

You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.

INFECTION CONTROL

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

SUSTAINABILITY

To actively support the Trust's goals for sustainability by encouraging and adopting sustainable ideas and practices.

SAFEGUARDING

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee* you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the

current post. It may be subject to change in the light of developing organisational and service needs, and wherever possible change will follow consultation with the post holder.

Person Specification

JOB TITLE: Multi-skilled Maintenance Technician (Specialist Services)

DEPARTMENT: Estates Department

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW ASSESSED
Education/ Qualifications	To have completed a recognised trade apprenticeship and hold a BTEC/HNC/Diploma in Building or Engineering or equivalent City & Guilds qualification with intermediate practical and theoretical knowledge acquired through a diploma plus significant equivalent experience in their specialist field.	Additional trade relevant certification e.g. Refrigeration, Pressure Systems, Fixed Wiring. Accredited HTM Competent Person Course. Resuscitation/First Aid Training. Infection Control Awareness Training.	Application Form Interview
Knowledge, Training & Experience	Must be able to demonstrate suitable post apprenticeship experience in non-routine maintenance of complex engineering plant and equipment with a broad understanding of other trade disciplines. Experience of liaison with and supervising building and engineering contractors.	Computer systems experience. Previous experience in a hospital maintenance environment with exposure to all building and engineering aspects.	Application Form Interview
Communication and Interpersonal Skills	Good communication and interpersonal skills. Ability to work quickly and efficiently in difficult environments and under pressure, to assess situations rapidly and make accurate relevant decisions.	Knowledge of statutory legislation and relevant Codes of Practice. Knowledge of Health & Safety Policy and Safe Working Procedures.	Interview
Special Attributes and other	Able to read, understand and analyse complex engineering systems and drawings. Good planning skills. Familiarity with Microsoft software and general computer literacy.	Lifting & Handling Training. Fire Training. Confined Space Training. Asbestos Awareness Training.	Application Form Interview
Other Requirements	Hold a full valid driving licence. Must be able to participate in an emergency on call rota and respond to site within 30 minutes of a call.		Application Form Interview

Organisational Chart

JOB TITLE: Multi-skilled Maintenance Technician (Specialist Services)

DEPARTMENT: Estates Department

