

## **Maidstone and Tunbridge Wells NHS Trust Job Description**

**Job Title:** Shift Maintenance Craftsperson (Electrician)

**Band:** A4C Band 4

**Directorate:** Estates & Facilities

**Site:** Maidstone Hospital.

**Hours:** 37.5 hours per week

**Reports to:** Electrical Technical Officer

**Accountable to:** Estates Workshop Manager

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### Job Summary:

To assist in the provision of an efficient, responsive, flexible and effective estates maintenance service to the Maidstone Hospital site as part of the Estates Department team.

Working on a 4 On, 4 Off pattern. (2 days, 2 nights off for 4 days)

Installation and testing of new and existing electrical circuits and equipment.

Work with minimal supervision, providing maintenance, repair and replacement services as necessary to the electrical services.

Attend training and be appointed and act as CP LV as required by engineering management.

Undertake both reactive repairs and planned preventative maintenance (PPM) programme, including P.A.T to help prolong the life expectancy of equipment/plant. Recording work carried out via a software package.

Knowledge of electrical repair, test and methodology.

Working knowledge of current edition of wiring regulation testing & installation.

Knowledge of electrical LV circuits.

### **Working relationships:**

Internal: Departmental Managers, colleagues and Trust staff.

External: Contractors, suppliers and specialist service providers.

**Budget Responsibilities:** N/A

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### **Key Result Areas:**

- **Accountability –**
  - To maintain and repair equipment in Compliance with all HTM's (Healthcare Technical Memorandum's) statutory and mandatory requirements and guidance regulations.
  - Complete allocated reactive and planned maintenance work in accordance with Trust and departmental policies and procedures.
  - Respond to emergency and urgent repair requests in a timely and effective manner, restoring services where possible or making services safe until more extensive or specialist work can be undertaken and completed.
  - Record and report any further work required as necessary.
  
- **Communication and Relationship –**
  - Follow the instructions of Technical Officers and Supervisors as necessary.
  - Work independently or when required with others, to complete reactive and planned maintenance work.
  - To liaise with site practitioners, on-call Managers and other departmental staff.

- To assist specialist contractors when necessary.
- **Planning and organisational –**
  - Work with minimal supervision to complete planned and reactive maintenance work.
  - Respond to emergency and urgent calls as required.
  - Fault finds and repair or replace defective equipment and reinstate services (or relevant components as far as practicable) maintain services to the wards/departments.
- **Tradespersons Responsibility –**
  - All tradesperson's, to be responsible for guidance/ supervision of his/her work and work area.
  - Assist colleagues by passing on specialist and trade-specific knowledge and skills.
  - Responsible for their own safety and those that they may come into contact with
- **Physical effort –**
  - The post will require extensive movement around the hospital campus, occasionally working at the Tunbridge Wells Hospital.
  - The post will require some moving and handling of heavy materials, plant and equipment, using appropriate techniques.
  - Some work may need to be undertaken in confined spaces.
- **Working conditions**
  - There may be occasional circumstances when it is necessary to undertake work in dirty, contaminated and potentially high temperature environments.

- Occasionally working in areas with hazardous equipment and substances (e.g. steam plant, rotating machinery).
- **Mental and emotional effort –**
- Periods of concentration will be required when completing tasks.
- A methodical and analytical approach to fault finding in response to breakdowns is required.
- Occasional exposure to distressing events when working in patient areas.

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- **General –**

- Undertake and complete all Trust statutory and mandatory training as required.
- Undertake and complete all necessary cross-trade training to develop and maintain competencies.
- Carry out work and gain knowledge and skills on specialist hospital services including nurse call, pneumatic POD delivery systems, LV power and lighting, ventilation and other systems as required by engineering management.
- Undertake additional tasks not included in this job description but deemed suitable for your skill set.
- To comply with any reasonable requests by their line management that may fall within their skills and abilities.

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**Job Description Agreement:**

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Statement:**

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone & Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone & Tunbridge Wells NHS Trust has a no smoking policy.
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. INFECTION CONTROL AND HAND HYGIENE - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient

contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.
13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services, it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

**Maidstone and Tunbridge Wells NHS Trust**  
**Shift Maintenance Craftsperson (Electrician)**  
**Person Specification**

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Recognised trade qualifications.</li> <li>• Electrical experience</li> </ul>	<ul style="list-style-type: none"> <li>• City &amp; Guild</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Minimum of three years relevant trade experience.</li> <li>• Ability to undertake and complete reactive and planned maintenance work on the full range of Hospital building service installations within their competency.</li> <li>• Ability to read and interpret Operation and Maintenance manuals and associated drawings.</li> <li>• Capable of working under pressure and to tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an Acute Hospital/NHS environment.</li> <li>• Electrically skilled.</li> <li>• Understanding of HTM's, statutory and compliance requirements</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to fault-find on building services, plant and equipment within their competency.</li> <li>• Maintain accurate and up to date records of repairs and maintenance in line with compliance regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of QDM or similar software packages.</li> <li>• Able to use Microsoft Office programmes appropriately.</li> </ul>

<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team or on own initiative on a wide range of applications across the Trust.</li> <li>• To be able to work under pressure to resolve major disruptions.</li> <li>• Willingness to assist in training and attend training as required.</li> <li>• A dedicated and committed member of a diverse team of engineers.</li> <li>• Flexible individual who can cope with new and changing demands.</li> <li>• Ability to prioritise own workload in response to emergency or urgent situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Presentable appearance.</li> <li>• Ability to deal with and communicate with staff and clients at all levels.</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of Health and Safety issues and safe working practices.</li> <li>• Demonstrate knowledge of required Infection control procedures.</li> </ul>	

Date written: - April 2024