

Job Description



York Teaching Hospital
Facilities Management

Job Title:	Technician (Mechanical)		
Band:	Band 5 (indicative)		
Department:	Estates		
Care Group:	YTHFM, Property and Asset Management		
Reports To:	Estates Officer		
Accountable To:	Mechanical Services Manager		
Professionally Accountable To:	Head of Estates		
Responsible For:	Installation and maintenance of assets		
Main Base/ Site:			
Contract Status:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Other:
AfC Reference Number:	98/2023		



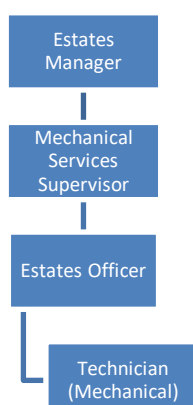
JOB SUMMARY

To provide a fully comprehensive Estates Management service to the Trust cover a wider range of tasks, including service, maintain and install a full range of systems across the Trust sites to ensure maximum life utilization, reliability, and statutory compliance of its equipment.

The post holder will conduct statutory and legislative testing, evaluating the results ensuring they are satisfactory and where not any remedial action taken. This is to ensure we provide a safe environment for Patients, Colleagues and Visitors.

The post holder will provide support, share technical knowledge, and give guidance to colleagues and contractors, such as apprentices. May be asked to participate in an on-call rota.

ORGANISATIONAL CHART



KEY RELATIONSHIPS

- Theatre Colleagues
- Ward & Departmental Colleagues
- Engineering Managers
- External Authorising Engineers
- Trade Colleagues
- Staff from other organisations occupying trust buildings
- Engineering Contractors

KNOWLEDGE AND SKILLS

1. Communication and Relationship Skills

- Ability to understand and communicate complex information (this will include engineering systems that contain Electrical, mechanical, and fluid/pressure elements) to Estates colleagues service users, and contractors.
- Be able to communicate effectively both verbally and written with a range of internal and external colleagues at all levels.
- Be able to use persuasive skills when communicating with colleagues, where areas will need to be decanted or work without power/water for extended periods.

2. Knowledge, Training and Experience

The Post holder will be a qualified, trained, and competent to provide Mechanical services to meet business need.

The post holder must also have completed an accredited trade specific qualification at Level 3. The post holder will have needed to have completed further development following completion of the trade specific qualification to ensure they have gathered the specialist expertise knowledge required to deliver the service, across a range of technical subjects listed below. This is to ensure the post can carry out the statutory tasks required in the areas

- Ventilation (CP)
- Pressure Systems (SP)
- Medical gas (CP)
- Decontamination (CP)
- Air conditioning and refrigeration
- LOLER
- Water Services training
- Asbestos
- Confined spaces

In addition, if applicable in order to meet on-call services, the following will be required and training provided:

- Low Voltage (CP)
- First Aid Training

The Competent Person (CP) and Skilled Persons (SP) disciplines require formal courses to develop theoretical knowledge of the subject, a formal examination to be successfully passed (registered by the appropriate body), followed by independent study and experience of the systems contained within each Hospital environment. There is then a formal appointment interview carried out, to ensure the individual has the correct expertise within the specialism, prior to the individual being able to carry out tasks on the relevant systems. The formal training and examination process must be repeated every three years prior to a review and reappointment. The postholder will be expected to carry out planned maintenance within their specialisms and a vast amount of reactive maintenance to ensure continuity of service within critical & non-critical areas.

The post holder will need to have a willingness for continuous professional development too ensure they are kept up to date with the requirements.

3. Analytical Skills

- The postholder will need to be able to diagnose and repair complex faults in installations, plant, and equipment.
- The postholder will need to understand the principal workings of all plant and equipment to be able to make competent judgements when provided with conflicting information from reports, visual or audible indications.

4. Planning and Organisational Skills

- The postholder will need to be able to plan, organise and co-ordinate their own work and that of colleagues and contractors to ensure downtime of Trust assets is minimal.
- The postholder will be expected to plan meetings with colleagues to communicate interruptions of any maintenance activities (i.e., isolation of systems within critical working areas, such as Theatres).

5. Physical Skills

- The post holder may need to drive an Estates vehicle to transport rust equipment and tools to remote sites at short notice.
- To manufacture, assemble, erect, and install new work. To use all relevant fine tools and test equipment to accurately calibrate machinery to a tight tolerance (as set by the appropriate national standard) in a safe manner.

6. Responsibilities for Patient/ Client Care

- The post holder may be required to provide information and guidance to patients (in an inpatient setting) in relation to engineering services including heating, lighting, and power services.
- Participate on an out of hours emergency call out rota to provide a rapid response to urgent estates issues.

7. Responsibilities for Policy and Service Development

- To actively participate in Estates Service Groups bringing forward and implementing policies and procedures to improve the efficiency of the Estates Department.



- To constantly strive to improve health and safety in own work area and throughout all working environments, reviewing and updating Method statements and risk assessment and bringing proposed changes to the Estates Service Groups and implementing changes to working practices for the service.

8. Responsibilities for Financial and Physical Resources

- The post holder is responsible for installation, maintenance and repair of the Trust's assets and premises.

9. Responsibilities for Staff/ HR/ Leadership/ Training

- The post holder is expected to provide training both practical and theoretical to colleagues of the team on a regular basis. The post holder will be required to train and develop Apprentices and check task carried out by apprentices under their charge.
- The post holder is expected to provide day to day supervision when required to Apprentices colleagues as appropriate within the team.

10. Responsibilities for Information Resources

- To complete data entry as required supporting the Labour Management System (LMS) and Building Management System (BMS). Receiving and giving training in both areas as systems develop.
- Utilise computer programs to generate detailed engineering validation reports for complex machinery including sterilisers, washer disinfectors & electrical systems.
- Utilising Computer Aided Design (CAD) to produce & update engineering drawings.

11. Responsibilities for Research and Development

- On a regular basis, undertake equipment testing for all new equipment as required by legislation and guidance, undertakes conditions surveys of equipment, making adaptations to systems as required.

12. Freedom to Act

- To undertake work appropriate to their core specialist skill to an above base level in an environment where work is managed rather than supervised.
- The post holder is expected to work within legislative & national guidance documents standards. The post holders work will be assessed in line with these standards on a regular basis.

EFFORT AND ENVIRONMENT

13. Physical Effort

- The post holder is required to exert light physical effort as an ongoing requirement during each period of work.



AfC Reference:

- The post holder will be expected to exert intense physical effort for short periods during each period of work.

14. Mental Effort

- To complete work to a high standard where concentration is required and prioritisation between tasks is needed.
- The Post holder is required to concentrate for prolonged periods to produce validation reports on complex equipment including sterilisers. These reports are expected to take 3-4 hours to produce.
- The post holder is expected to be able to be interrupted during validation report work to carry out emergency breakdown work.

15. Emotional Effort

- Exposure to distressing or emotional circumstances is rare.

16. Working Conditions

- To post holder will need to work at times in potentially hazardous environments and in unpleasant working conditions , and work in plant areas or outside throughout all seasons.

KEY VALUES

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other.
- Treat each other **fairly**;
- Are **helpful** and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS:

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure, and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.

JOB AGREEMENT:

Job Holder (PRINT NAME)	
Job Holder (SIGNATURE)	
Date	
Recruiting Manager (PRINT NAME)	
Recruiting Manager (SIGNATURE)	
Date	

Person Specification

Technician (Mechanical)

Criteria	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> Recognised and registered ETIB or CITB (or equivalent) craft/modern apprenticeship or Time served apprenticeship (level 3) Current driving license with the ability to drive category B. The post holder should not amass 12 points within any 3-year period. For new drivers they should not amass 6 points within the first 2 years of passing their test. 	<ul style="list-style-type: none"> HNC Mechanical Engineering Continuous Professional Development, post qualification LOLER * Low Voltage (CP)* First Aid Training* Confined Spaces Training* Asbestos Awareness* <p>*These training certifications / qualifications are essential to the role therefore if not held upon appointment must be attained within the first 2 years of appointment.</p> <p>Further specialist qualifications (minimum of three of the below on appointment, rest to be achieved within 2 years):</p> <ul style="list-style-type: none"> Ventilation (CP) Medical gas (CP) Willingness to undertake necessary training that are essential to the role.
Experience and Knowledge Required	<ul style="list-style-type: none"> Experience of Mechanical infrastructure Awareness of Health & Safety procedures and use of PPE. Maintaining Mechanical Plant and Equipment / Fault Finding 	<ul style="list-style-type: none"> Specialist expertise in Health service knowledge across a range of technical subjects as listed above, to enable them to carry out statutory required tasks in the areas. Formal training/experience of CAD. Formal training/experience steam generating boilers. Formal training/experience of Endoscope washer disinfectors.

		<ul style="list-style-type: none"> • Formal training/experience of Schneider Controls computer control equipment. • Formal training/experience of intelligent fire alarm systems. • Experience of pneumatic controls systems.
Skills and Attributes	<ul style="list-style-type: none"> • Excellent communication skills both written and verbal. • Ability to lead small teams of trained engineering personnel. 	
Aptitude and Personal Qualities	<ul style="list-style-type: none"> • Able to motivate staff to ensure deadlines are achieved. 	
Values & Behaviours	<ul style="list-style-type: none"> • Ability to demonstrate our organisational values and behaviours: • We are Kind. • We are Open. • We pursue Excellence. 	

