

Job Description

Job Title:	Maintenance Worker
Band:	Band 3
Department:	Estates Department
Care Group:	YTHFM LLP
Reports To:	Estates Officer
Accountable To:	Estates Manager
Professionally Accountable To:	Head/Assistant Head of Estates
Responsible For:	Installation and maintenance of assets
Main Base/ Site:	East Coast (Bridlington, Scarborough and Malton)
Contract Status:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Other:

AfC Reference Number:



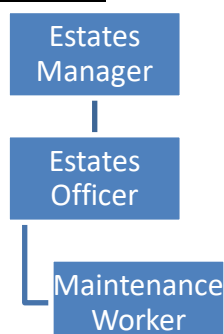
JOB SUMMARY

To provide a fully comprehensive Estates Management service to the Trust including operational maintenance to ensure maximum life utilization and reliability of its assets and equipment.

The post holder will provide a flexible, high quality and responsive maintenance service across the Trust sites to ensure the Trusts assets are always maintained in a safe manner and to an acceptable standard.

The post holder will do this by carrying out a range of maintenance duties, including repairs and the testing of equipment across the Trust.

ORGANISATIONAL CHART



KEY RELATIONSHIPS

- Estates Officer
- Services Supervisor
- Ward & Departmental Colleagues
- Estates Technicians & Craft Persons

KNOWLEDGE AND SKILLS

1. Communication and Relationship Skills

- Provide and receive accurate detailed information to inform colleagues to ensure a safe and efficient service.
- Be able to communicate effectively both verbally and written with a range of internal and external colleagues at all levels.

2. Knowledge, Training and Experience

- The post holder will hold a relevant Level 2 Qualification.
- The post holder will have basic knowledge of Health and Safety.
- Knowledge and experience of maintenance duties across the three disciplines, electrical, mechanical and building (i.e. fault finding/soldering/calibration of equipment).

3. Analytical Skills

- Work using problem solving techniques or knowledge base judgement to repair/make safe equipment.
- Gather information, take readings and measurements to determine if components & equipment are functioning correctly.

4. Planning and Organisational Skills

- The post holder will be able to prioritise and plan tasks independently throughout the day in line with the needs of the Clinical and Departmental services.
- The post holder will at times need to be able to adapt their working day under the direction of an Estates officer/supervisor as and when required to complete tasks.

5. Physical Skills

- The postholder will work in a variety of locations which may include working above ground level on properly constructed access equipment or within confined spaces using breathing equipment. Appropriate training and equipment is provided.
- The postholder will be using tools and equipment required to carry out tasks, requiring the manipulation of fine tools and equipment.
- The post holder may be required to drive an Estates vehicles as and when required to transport equipment and tools as needed to remote sites, sometimes at short notice.

RESPONSIBILITIES

6. Responsibilities for Patient/ Client Care

- The post holder may be required to assist patients/clients with nonclinical advice in relation to the use of equipment.
- If required 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

- The post holder will be required to follow all policies and procedures as set out within the Trust.
- The post holder will be required to follow the standard operating procedures and guidelines when carrying out their duties and if there is a requirement to deviate inform management prior to commencing any task.
- The post holder will not have responsibility for policy or service development, but will be asked to comment on relevant policies commensurate with their role.

8. Responsibilities for Financial and Physical Resources

- The post holder will maintain and repair trust property and equipment.

9. Responsibilities for Staff/ HR/ Leadership/ Training

- The post holder will support the introduction and orientation of new starters to the Estates team and is required to support the training of apprentices and trainees.

10. Responsibilities for Information Resources

- The post holder will complete electronic records for tasks carried out.

11. Responsibilities for Research and Development

- The post holder is expected to participate in surveys and audits of equipment.

12. Freedom to Act

- The post holder will work under the direction of the Estates management team and in line with standard operating procedures and will seek assist if required from management or colleagues who will be available for reference.
- The post holder will be working independently while carrying out their tasks as well as working with colleagues to complete some tasks as and when required.

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.
- 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 for example when fault finding on electrical equipment.

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 , due to the at times having to 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

Maintenance Assistant

Criteria	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> Level 2 Qualification; NVQ, GNVQ, BTEC, City and Guilds certification. 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. Willingness to undertake necessary training that are essential to the role. 	<ul style="list-style-type: none"> C&G 2377 certificate PAT testing* Certificate in competence for working with high level access equipment* Certificate for erecting scaffolding* Water Safety Training* Asbestos Awareness* Confined Spaces* Fire Door Inspections* Fire Extinguisher Testing* <p>These qualifications * are essential to the role therefore if not held upon appointment must be attained within the first 12 months.</p>
Experience and Knowledge Required	<ul style="list-style-type: none"> Understanding and workable knowledge and experience of Building Services or Maintenance environment. Basic knowledge of Health and Safety principles and safe working practices. 	<ul style="list-style-type: none"> Working in the NHS Knowledge of electrical/mechanical systems and equipment. Knowledge of Thermostatic devices.
Skills and Attributes	<ul style="list-style-type: none"> Effective communication (written and verbal) skills Ability to follow instructions Ability to use fine tools and equipment in a safe manner. 	

	<ul style="list-style-type: none">• Ability to plan own workload and work to tight and conflicting priorities• Basic Computer Literacy• Participate on an out of hours emergency call out rota to provide a rapid response to urgent estates issues.	
Aptitude and Personal Qualities	<ul style="list-style-type: none">• Flexible & adaptable• Ability to on own as well as part of a team	
Values & Behaviours	Ability to demonstrate our organisational values and behaviours: <ul style="list-style-type: none">• We are Kind.• We are Open.• We pursue Excellence.	

