

THE RJ & AH ORTHOPAEDIC HOSPITAL NHS TRUST

ESTATES DEPARTMENT

JOB TITLE:	Maintenance Technician (Electrical or Mechanical)
GRADE:	Band 5
DEPARTMENT:	Estates Department
BASE:	Robert Jones and Agnes Hunt
ACCOUNTABLE TO:	Team leader
RESPONSIBLE TO:	Estates Officer
PROFESSIONALLY TO:	Estates Manager

JOB PURPOSE

To provide a comprehensive multi-trade maintenance service to all healthcare properties, services, plant and non-medical equipment.

To provide technical assistance, instruction, training and mentoring to Maintenance Craftsmen (Electrical & Mechanical), Maintenance Assistants and apprentices on complex maintenance issues.

Work as an individual and act on own initiative as well as part of the trade team and participate in cross-trade working as and when required. Must be willing to carry out basic duties of mixed disciplines and attend training courses as necessary.

JOB SUMMARY:

- To carry out repairs, installation works and planned maintenance work on a multi-trade basis, requiring specialist knowledge across a range of work procedures and practices.
- To diagnose and repair all faults on engineering installations, plant and equipment
- Act as a Team Leader as required, co-ordinating and directing the work of others / third parties
- Post holder is responsible for signing off of validation and commissioning reports on behalf of the hospital, i.e. theatre air flows, fire alarm, medical gases, commercial gases, decontamination, legionella and electrical generation.

- To undertake continual training and update development to remain current to industry standards and improve knowledge
- To use skills extended beyond core trades to aid diagnosis and maintenance activities. Including installation, maintenance and testing of complex engineering equipment.
- To undertake the role and responsibility of Nominated Person (NP) Competent person (CP), Authorised person (AP) and Responsible person within areas of core HTM guidance / issue relevant permits when required. These roles require a high degree of independent decision making and responsibility for site critical services, e.g. medical gas supply, site electrical supply etc.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. The Technician will be expected to make the necessary arrangements, with user departments to effectively plan and deliver their workload in compliance with the department's workforce planning. Completing highly complex tasks, working in isolation and therefore taking a high level of responsibility, to maintain compliance of life critical equipment.
2. The postholder will be required to requisition, via the appropriate procedures, suitable replacement non-stock items. This requires the use of the correct documentation in accordance with the trust's standard SFI's. This undertaking will require the individual to represent cost control and best value for the Trust.
3. The post-holder will be required to diagnose and repair faults to engineering installations, plant and equipment, utilising specialist tools, complex measuring and metering equipment.
4. The post-holder will be expected to carry appropriate communications equipment to enable a rapid response to urgent and emergency situations where, as the competent person on site the individual will have a high degree of responsibility, potentially causing anxiety and stress.
5. To take part in the departmental on call rota with other colleagues, and give additional cover as required covering holidays and sickness. When called to site post holder will be required to act independently. To undertake a reasonable amount of over time to support the requirements of the business
6. To communicate effectively with wards and departments, across a broad level of structural management, in relation to estates issues utilising written and/or verbal communication methods to ensure

standards of service delivery are maintained and the service user is fully informed of Works affecting their areas of responsibility.

7. To be conversant with the operation of B.M.S, TQ Soft and other current and future estate's software packages. i.e. handheld devices
8. To ensure that all works carried out comply with the Health and Safety at Work Act, COSHH and all current legislation and/or guidance i.e. HTM & HBN. All safety PPE equipment is available and must be used where appropriate. Individuals are responsible for upkeep of their own PPE
9. To proactively assess individual circumstances that affect the health and safety of patients, staff and visitors and make the decision to proceed with work when appropriate.
10. To issue/ensure that check lists and advice notes are amended updated to comply with the relevant, HTMs, working practices and Permit to Work Systems.
11. Actively contribute to the continuous development and improvements programme across the Trust, in line with objectives set at appraisal.
12. To undertake surveys and provide comprehensive reports as deemed appropriate by the Estates Manager or Estates officer.
13. To carry out periodic testing of decontamination equipment (Weekly, Quarterly and Annual)
14. Be fluent in and work in accordance with all HTMs and respected guidance
15. Be responsible for their tools and equipment, including PPE, and use appropriately.
16. Meet with and supervise third party contractors, make isolations and assist where appropriate, in a safe and timely manner.
17. Understand how to use the asbestos register, how to work in areas in known proximity of ACM's and what to do in the event of exposure to asbestos.
18. Undertake thermal imaging surveys inside live switch cabinets, fire damper surveys and any other required service
19. Carry out Generator testing, switching and assist with servicing
20. Complete servicing and repairs to gas appliances in accordance with Gas Safety Regulations.

21. To work when required on the Trusts telecoms system, Trusts CCTV and emergency alarms systems
22. To delegate works to the Maintenance craftsperson's, Maintenance assistants and apprentices
23. Undertake competencies, as required by the department, to meet the needs of servicing and maintaining future equipment.

GENERAL CHARACTERISTICS & KEY OBJECTIVES

- Keeps professionally up to date and undertakes a high level of CPD, to potentially include degree level modules, as appropriate in line with appraisal and pay gateway objectives.
- The post holder will be required to work trust-wide in accordance with the trust's management structure.
- All staff are required to work in accordance with their particular code of conduct. Failure to do so may result in disciplinary action
- In carrying out their duties the postholder must promote equality of opportunity and take every opportunity to eliminate discrimination.
- The postholder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate's business, which he/she comes into contact with. All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.
- The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients, visitors and contractors who might be affected by any act or failure to act by the postholder in accordance with the Trust's policies or Health and Safety at Work.
- These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the postholder.
- This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.
- It is a requirement that the post holder participates in the estates emergency on-call rota and must be willing and available to work overtime in situations deemed high priority

HOURS OF DUTY

The normal working week will consist of 37.5 hours worked as required by management working 5 days over 7 as the service requires in line with agenda for change.

ADDITIONAL WORKING HOURS

The Technician will be expected to work a reasonable amount of overtime as the needs of the service dictate, and will be expected to respond to a re-call to work request in order to deal with urgent repairs should the Estates Manager, Officer or Team Leader deem it necessary. However, the Trust cannot guarantee overtime.

TRAINING

External training courses will be required for the Technician to complete on specialist equipment used within the Health Service to meet the needs of the organisation. These will be supplemented by courses organised on site by external bodies or training provided within the Trust. Pay gateways depend on the satisfactory completion of these objectives.

KNOWLEDGE AND EXPERIENCE

To have a working knowledge of all Health Technical memoranda (HTM's) and Health Building Notes (HBN's)

The above duties are mandatory requirements and require documents to be signed off as safe to use, thus meeting all HTM requirements.

Working conditions

- The post holder will be required to work outside in rain, hail, snow, freezing temperatures and sometimes extremely hot temperatures in the summer.
- The post holder will be required to work in confined spaces, very dirty / dusty areas such as cellars, kitchen waste areas, roof spaces and pipe ducts.
- The post holder will be required to work in areas of extreme heat such as boiler rooms, plant rooms, ducts and roof spaces. These areas may also contain noxious fumes, various gases, oils, insects and various chemicals. PPE and breathing apparatus must be used in these areas. The post holder will be required to work in body waste disposal machines (sluice masters) public toilets, patient/staff

toilets, patient bathrooms, kitchen drains and general hospital drainage system.

- The post holder may also be in contact with bodily fluids, when in the theatre, ward, mortuary, anatomy suite environments, working on disinfectant washers, clearing blocked sinks/drains, electrical and mechanical equipment.
- The post holder will be required to work in cramped and dangerous conditions within ducts, inside boilers, inside water tanks (cleaning and testing for legionella) oil storage tanks, electrical sub stations, electrical panels and air conditioning plants.
- The post holder will contact staff, patients and general public who may be antagonistic towards the post holder blaming him for the breakdown or issue that he is attending. i.e. leaking toilet in a public area causing mess and the public not being able to use this facility, or TV not working for a spinal patient causing distress.

Physical effort

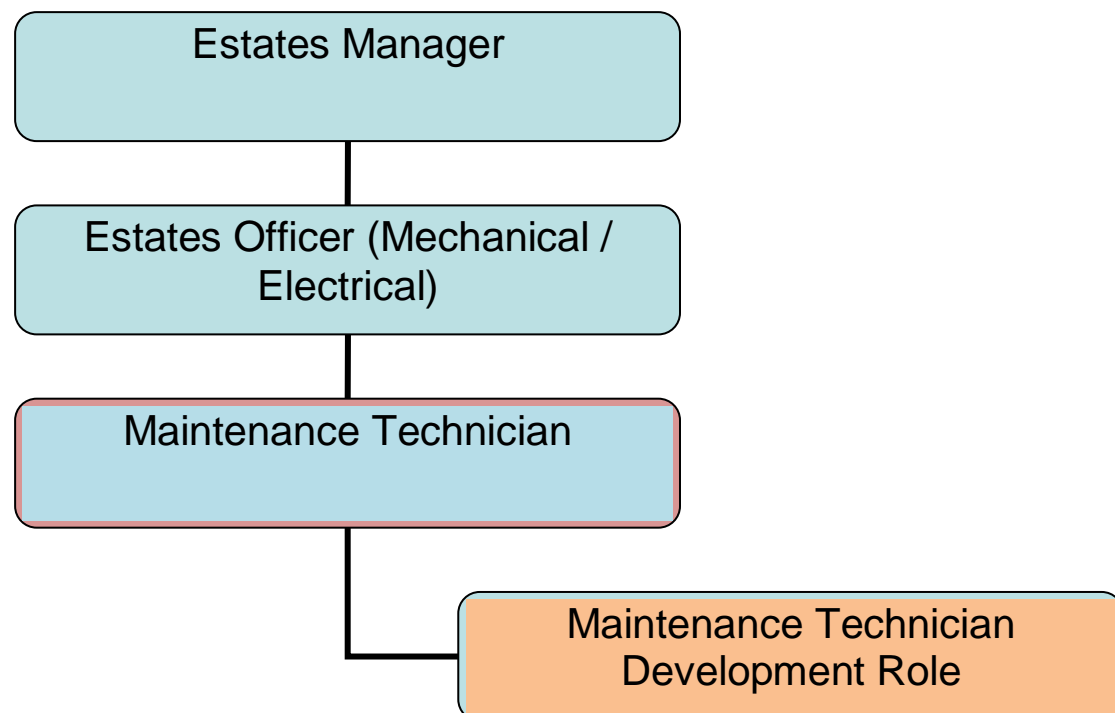
- The post holder will be required to manually lift heavy equipment in to difficult areas of the hospital (roof spaces, cellars, pipe ducts). Lift pumps, pipes, filter units, WC's, motors and general engineering equipment on an ongoing daily basis in line with manual handling training.
- The post holder will be proficient in the safe and correct use as required of various types of mechanical lifting aids i.e. chain blocks, slings , hydraulic lifts, hoists, mobile access platforms and small mechanical cranes.

Physical skills

- The post holder will be proficient in using all hand tools including, saws, files, bending equipment hand operated threading equipment, precision marking and measuring equipment.
- The post holder will be proficient in the safe and correct use of all types of machinery to include drills, grinders, lathes, guillotines, hydraulic benders, powered threading machines.
- The post holder will be proficient in the safe and correct use of all welding / burning equipment to include manual arc welding, oxygen / acetylene welding, brazing, soldering and oxygen / acetylene burning in line with their job role
- The post holder will be proficient in detailed intricate soldering operations on complex technical electronic equipment.

- The post holder must have a good grasp of computer skills to enter recorded information, fill in PPM and WRF details. To check the BMS and alter settings as required, they are also required to download data to the hospital server, and interrogate the Internet for equipment specifications.
- The post holder will be proficient in the safe and correct use of electrical test equipment for fixed / portable equipment testing (PAT).

ORGANISATIONAL CHART



RISK MANAGEMENT & NHSLA GOOD PRACTICE

Risk Management involves all staff identifying circumstances and practices which put patients at risk of harm, and then acting to both prevent and control these risks.

Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through the trust's Clinical Incident Reporting system.

Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.

All clinical staff are required to familiarise themselves with the Trust's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including the

Trust's Complaints Procedure. (These documents are available on the Trust's Intranet Site).

RISK MANAGEMENT, HEALTH AND SAFETY

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by employee's acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

This requires the following:

- Compliance with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999 and any other relevant safety regulation.
 - Being familiar with and following the provisions of the Trust's Health and Safety Policy and all other policies, procedures and safety rules of the Trust and your specific work place
 - Co-operating with all measures the Trust takes to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment, etc.
 - Compliance with all instruction and training given by members of the Trust relating to health and safety.
 - Bringing to the attention of the Trust any situation considered to be a serious and imminent danger; also reporting any other perceived shortcoming in the Trust's health & safety arrangements.
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INFECTION CONTROL

It is the responsibility of all staff, in accordance with The Health Act 2006, to:

- Ensure high standards of hand hygiene and that good practices in infection control are promoted and maintained in their area of control
- Co-operate with all efforts to reduce and/or eliminate the risk of spread of undesirable/infectious organisms
- Adhere to the appropriate policies regarding screening, admission and transfer of potentially infectious patients
- Report to their Manager and Occupational Health all incidents of sharps injuries where the sharp is contaminated with blood or serum.
- Participate in any screening programmes initiated by the Director of Infection Prevention and Control
- Protect the health and safety of patients and other staff by informing their Manager and/or Occupational Health before reporting to work with transmissible harmful/potentially harmful conditions

INFECTION CONTROL

Ward managers and departmental managers are accountable for managing compliance with Trust Infection Control Policies, Guidelines and Procedures, including hand hygiene, use of personal protective equipment and safe disposal of sharps. Infection Control is identified within the manager's appraisal and the appraisal of team members as a clear objective to achieve ongoing improvements in clinical practice. This is supported by the ongoing process of the relevant audits to ensure standards are maintained.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee, you are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. This duty lasts indefinitely, and will continue after you leave the Trust employment. Please ensure that you are aware of, and adhere to, the standards described in the Trust's Confidentiality Policy as you are required to preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and the practice business and this obligation shall continue indefinitely.

A breach of this requirement will be regarded as gross misconduct and as such will be grounds for dismissal, subject to the provision of the disciplinary procedure."

This does not affect your rights and obligations under the Trust's Openness Policy.

RECORDS MANAGEMENT

As an employee of the Trust, you have a legal responsibility for all records (e.g. including patient records, financial, personal and administrative) that you create or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, videotapes or x ray images etc. All such records are considered public records (under the Public Records Act 1958). You must consult your manager if you have any doubt as to the correct management of the records with which you work.

FOR POSTS INVOLVING NON-MEDICAL PRESCRIBING

The post holder;

- Where applicable, following completion of the non-medical prescribing course and registration with the NMC/AHP Professional body, undertake non-medical prescribing in accordance with the Trust non-medical prescribing policy, this includes to work within patient group directions for the supply and administration of medicines.
- Initiate drug therapy / medication as Nurse Independent Prescriber (NIP) or AHP Supplementary Prescriber within the parameters of agreed clinical

guidelines and in accordance with present legislation, supply and prescribing of medications, including ongoing monitoring, assessment, evaluation and revision of therapies.

GENERAL

This job description does not attempt to describe all the tasks the post holder will undertake. It does indicate the degree of authority, range of duties covered and the flexibility required for the job.

This job description may be amended in consultation with the post holder as developments evolve, and as part of the appraisal process.

You have a responsibility for ensuring that you are committed to maintaining a high quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.

This job description is not an exhaustive list of duties as the post-holder will also be expected to undertake any other duties commensurate to the banding.

Competence

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.

General

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You have a responsibility for ensuring that you are committed to maintaining a high quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.

To suggest and implement improvements to services, exercising professional responsibility, including lifelong learning within an open "no-blame culture".

To promote equality and value diversity.

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ESTATES DEPARTMENT

POST TITLE: Maintenance Technician Electrical/Mechanical

Criteria - (clearly defined and related to the job)	Essential	Desirable	Method of assessment
QUALIFICATIONS	<p>C&G Electrical/Mechanical Engineering or equivalent experience</p> <p>In line with job requirements applicant must achieve during employment: CP / AP qualifications, test person status (decontamination), in line with HTM's</p>	<p>HNC/HND in Electrical/ Mechanical Engineering</p> <p>HTM Test Person Decontamination</p> <p>Recognised Apprenticeship</p>	Certificates
EXPERIENCE	<p>2 year experience of working within the trade.</p> <p>Previous experience of contributing to operational decision making.</p>	<p>Experience in complex Engineering Services with a demonstrable track record of success</p> <p>Hospital experience</p>	Application Form Interview
KNOWLEDGE AND AWARENESS	Specialist knowledge of technical developments in Estates maintenance	Awareness of Building Maintenance Issues	Interview Application
SKILLS AND ABILITIES	<p>Planning skills.</p> <p>Excellent oral and written communication skills</p> <p>Computer skills</p> <p>Good organisational skills and the ability to address and develop solutions</p>	<p>Team Building</p> <p>Team Leader</p>	Interview

	and problems		
PERSONAL ATTRIBUTES	<p>Attention to detail and pride in own workmanship</p> <p>Must share Trust's beliefs and model this in their attitude and behaviour</p> <p>Ability to develop themselves</p> <p>Self-Motivator with drive and persistence</p> <p>Ability to work under pressure.</p>		Interview Application Form
PHYSICAL ATTRIBUTES	<p>Ability to work in difficult situations including confined spaces and abnormal conditions.</p> <p>Driving License</p>		Interview
ADDITIONAL REQUIREMENTS	Must be willing to participate in out of hours response arrangements		