

## Person Specification / Interview Score Sheet

**Job Title:** General Maintenance Assistant – Mechanical (Shift Working) **Accountable to:** Estates Officer (Mechanical)/Head of Maintenance

Criteria	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> <li>Experience of carrying out mechanical maintenance work of a semi-skilled nature in building services environment, to an NVQ3 level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications or training in one or more or more disciplines:- <ul style="list-style-type: none"> <li>Plumbing</li> <li>Mechanical Building services</li> <li>Other relevant building or construction based disciplines.</li> </ul> </li> </ul>
Experience	<ul style="list-style-type: none"> <li>Have an understanding of a range of work procedures and practices for building fabric and electrical and mechanical systems, some of which are non-routine, which require a base level of theoretical knowledge of building fabric and electrical and mechanical systems. This should be acquired through formal training or equivalent experience.</li> <li>Experience of maintenance engineering trades in a range of settings.</li> <li>Able to work unsupervised in a variety situations which will require interaction with staff from other departments and patients /patients family.</li> <li>Able to communicate clearly and accurately both in verbal and written form.</li> <li>Be computer literate and able record data i.e. temperatures /times, meter readings etc in databases.</li> </ul>	<p>Working in Healthcare Environment.</p> <p>Background in building services or construction</p> <p>Working at heights from mobile elevating working platforms.</p>

Technical Skills Competencies	<ul style="list-style-type: none"> <li>• Proven ability to demonstrate good problem solving and analytical skills.</li> <li>• Be able to plan and organise day to day tasks or activities and reschedule where necessary.</li> <li>• To demonstrate multi skilled approach to work.</li> <li>• Familiar with hand and power tools.</li> <li>• Ability to work from drawings without supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to diagnose and repair faults in basic mechanical and plumbing installations, plant and equipment, to deal with new situations as they arise and pass on knowledge to others.</li> <li>• Ability to fulfil a requirement to interpret and work from all instructions, drawings and specifications appropriate to original trade.</li> <li>• Have an excellent understanding of the relationship of other Estates staff work to their own.</li> <li>• Ability to liaise with clinical and non-clinical staff of all levels.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Basic mechanical and plumbing theory</li> <li>• Basic fault finding and testing of mechanical and plumbing installation.</li> <li>• Good knowledge of general engineering techniques.</li> <li>• General knowledge of other trades allied to building services.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Health &amp; Safety training</u> <ul style="list-style-type: none"> <li>○ Confined spaces.</li> <li>○ Lifting and Handling.</li> <li>○ COSHH.</li> <li>○ Asbestos Awareness.</li> <li>○ Knowledge of Legionella control and Air Handling Systems.</li> </ul> </li> </ul>
Other requirements specific to the role	<ul style="list-style-type: none"> <li>• Able to set deadlines and timescales for managing own workload.</li> <li>• Able to be flexible with start/ finish times on occasion.</li> <li>• Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary).</li> <li>• Must be in possession of a driving licence (manual).</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>• Self-motivated and able to work autonomously but also as part of a complex cohesive team.</li> <li>• Enthusiastic, diligent and willing to take on new ideas and training as necessary.</li> <li>• Excellent communication skills as well as being courteous, tactful and well presented.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to liaise with Managers and Hospital Staff of all levels.</li> <li>• Numerate.</li> <li>• Self-Motivated.</li> <li>• Ability to work on own initiative.</li> </ul>

Language requirement	<ul style="list-style-type: none"> <li>Be able to speak English as necessary to undertake the role</li> </ul>	<b>Total Score</b>
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<b>Scoring Key:</b>	
<b>1</b>	Does not meet criteria
<b>2</b>	Below requirement (serious shortcomings)
<b>3</b>	Acceptable level of competence (some shortcomings in performance)
<b>4</b>	Acceptable level of competence (quality evidence provided)
<b>5</b>	Exceptional standard

<b>*HI – How Identified</b>	
<b>A</b>	Application form
<b>I</b>	Interview
<b>T</b>	Test
<b>P</b>	Presentation