

Maidstone and Tunbridge Wells NHS Trust

Job Description

Job Title: Maintenance Assistant

Band: AFC 2

Directorate: Estates & Facilities

Site: Maidstone Hospital

Hours: 37.5 hours per week

Reports to: Estates Workshop Manager

Accountable to: Associate Director of Estates

Job Summary:

To assist with Estates maintenance activities, which may be demanding or non-routine.

To be able to carry out minor works and routine planned maintenance activities, as directed by the Estates Management Team.

Ensure compliance with Trust safety standards, policies and procedures, while taking all safety measures to prevent danger, avoid injury and prevent damage to equipment.

Exchange routine information to inform colleagues, staff, patients and contractors.

Possible travel between Trust sites.

Working relationships: Internal: Departmental Managers, colleagues and Trust staff.
External: Contractors, suppliers and specialist service providers.

Budget responsibilities: N/A

Key result areas:

- This list is not exhaustive and includes the following. Other duties may be assigned.
- To assist Mechanical, Electrical and Build Teams, as required, e.g. with re-lamping of lighting installations; fire alarm testing; plant room cleaning and general maintenance; the movement of spare parts, tools and equipment as part of enabling works etc.
- To carry out maintenance activities including minor works and planned preventative maintenance (PPM) activities, as requested by Estates Management or as issued via the computer-aided facilities management (CAFM) system.
- To assist other Team members with daily reactive and planned preventative maintenance tasks, where required, e.g. with the removal and replacement of pumps and motors; servicing and repair of air handling units including filter changing.
Running of electrical cabling to assist the electricians.
General woodwork skills to assist the building department with worktops and the hanging of doors.
- Liaison with site staff to ensure any service interruptions are kept to a minimum.

• **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
- Respond to emergency and urgent calls as required.
- Overtime may be available to cover shifts and out of hour call outs

- **Physical effort –**

- The post will require extensive movement around the hospital campus, occasionally working at the Tunbridge Wells Hospital or other remote sites.
- 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.

- **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.
- 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.

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.

Date written: 31st October 2023

Maidstone and Tunbridge Wells NHS Trust

Maintenance Assistant

Person Specification

AREA	
Qualifications	NVQ2 or City & Guilds in an engineering discipline – or an equivalent level of experience.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the maintenance procedures relating to the complex and specialised engineering services, systems, plant and equipment within a hospital Trust – both Mechanical and Electrical. • Working knowledge of Health & Safety regulations. • Recognition and understanding of statutory requirements relating to pressure systems. • Recognition and understanding of the Electricity at Work Regulations. <p>Knowledge and understanding of routine fire alarm testing requirements.</p>
Experience	<ul style="list-style-type: none"> • Experience of working within a primary or secondary care environment, Experience of managing a diverse day-to-day workload. • Proven experience of working in an equivalent role. • Experience of carrying out unsupervised building fabric maintenance and minor repair work. • Experience of carrying out routine PPM using computer-aided facilities management (CAFM) systems. • Demonstrates a multiple understanding of other people's roles and the link to their own. • Demonstrates loyalty and commitment to the team and the organisation. • Ability to work at height using access from

	ladders/scaffold/MEWP.
Skills	<ul style="list-style-type: none"> • Ability to work as part of a team or on own initiative on a wide range of applications across the Trust. • To be able to work under pressure to resolve major disruptions. • Willingness to assist in training and attend training as required. • A dedicated and committed member of a diverse team of engineers. • UK Current driving licence • Flexible individual who can cope with new and changing demands. • Ability to prioritise own workload in response to emergency or urgent situations.

Date written: - 4th April 2024