

Job Description Template

| Post Title: Maintenance Craftsperson Electrician | Post Reference: | |
|---|---|--|
| <p>Summary of the Role: To participate in the effective and efficient day to day maintenance / running of all types of engineering plant and equipment associated with a modern day NHS Foundation Trust Hospital</p> <p>Company overview</p> <p>Simply Serve Limited provides the specialist healthcare Estates and Facilities, healthcare Sciences and other specialist support services at Yeovil District Hospital. It is a wholly owned subsidiary company of Yeovil District Hospital NHS Foundation Trust.</p> <p>We offer a 24 hour comprehensive and varied range of both general and specialist healthcare related support services, covering all aspects of property and facilities management, procurement, logistics, sterile services and medical electronic equipment service and management.</p> <p>We are passionate about our services and making a difference for our clients and their customers and service users. We have a commitment to provide a quality services, and to support our quality objectives we are working towards the company-wide implementation of ISO9001:2015. We also recognise that we have a responsibility to help protect the environment wherever we have an opportunity to do so and we are working towards the company-wide implementation of ISO14001:2015.</p> | <p>Reports to: Contracts Maintenance Officer</p> <p>Base / Location: Community and Mental Health sites</p> | |
| <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Maintenance Craftsman / Craftswoman will be employed on work appropriate to their core specialist skills and should possess levels of flexibility and competence to allow them to perform the following: • Perform work including activities which are complex and/or non-routine. • Responsible for fault finding and repair maintenance on a wide range of engineering plant and equipment. • Fire alarms, electrical installations, emergency generators, heating and ventilation, Building management systems, pumps, compressors, motors and their controls | <p>Working Relationships & Contacts</p> <ul style="list-style-type: none"> • Working with colleagues as part of the Maintenance team. • Ward staff • Working in the vicinity of patients • Working in the vicinity of members of the public • Working with other departments to enable work to be completed. • Ordering spares through the engineering stores via the Storperson | |

| Job Dimensions: (problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment) | Performance Measures and KPIs | | | | | | | | | | | | | | | |
|---|---|---------------|-----------|---------------|-----------|------------|---------|--------|------------|----------|---------|----------|----------|--------|----------|-----|
| <ul style="list-style-type: none"> • Perform a wide range of work of other crafts. Manufacture, assemble, erect and install new work. Carry out repairs, maintain and efficiently run plant and equipment. Be conversant with various aspects of Planned Preventative Maintenance. Use all relevant tools and equipment. Understand fully the inter-relationship between various maintenance crafts. • Actively participate in the operation of the Estates / Facilities management system including completion of all paperwork required of the scheme. (Including completion of all job dockets and time sheets). • Have the ability to prioritise and plan own workload utilising the Trusts FM management system mobile data, for which appropriate training will be given. • Obligation to undertake training where necessary to learn new techniques, specifically in relation to specialised testing and maintenance routines. • Possess the ability to communicate and liaise with all levels of staff on possible technical matters regarding essential maintenance. • Be able to instruct others on aspects of own work relating to original trade, including other trades staff, maintenance assistants and contractors. • Liaise with ward/department Managers to arrange access for all building repair and maintenance. • Learn new techniques with additional training to own trade. • Have a good understanding of the workings of other trades in relationship to your own. • Exposure to heat, noise, body fluids, chemical hazards and sewage, continual lifting (occasionally heavy). • An ongoing requirement to exert moderate physical effort and frequent requirement for concentration i.e. fault finding, interpretation of drawings. • Occasional exposure to highly unpleasant working conditions i.e. sluices, infected areas, blocked drainage deep cleans, barrier cleans. • Prepared to work outside and at times at height from ladders, mobile platforms and fixed platforms. • Required to follow Trust & Directorate Procedures and participate in audits from internal and external sources. • Any other duties within the Estates function which may be required by the Estates Maintenance Manager within the scope of the individual's competence or as laid down in agreements between the Department of Health and Social Security and Trade Unions. • To take part in the maintenance on call rota | <p>Reactive repairs =</p> <table border="1" data-bbox="1518 400 2047 560"> <thead> <tr> <th>Category</th> <th>Make Safe</th> <th>Rectification</th> </tr> </thead> <tbody> <tr> <td>EMERGENCY</td> <td>30 minutes</td> <td>4 hours</td> </tr> <tr> <td>URGENT</td> <td>60 minutes</td> <td>24 hours</td> </tr> <tr> <td>ROUTINE</td> <td>72 hours</td> <td>96 hours</td> </tr> <tr> <td>AD-HOC</td> <td>72 hours</td> <td>N/A</td> </tr> </tbody> </table> <p>Planned Maintenance = As per the planned date on the job ticket. Regular inspections of work carried out as part of the QA scheme</p> | Category | Make Safe | Rectification | EMERGENCY | 30 minutes | 4 hours | URGENT | 60 minutes | 24 hours | ROUTINE | 72 hours | 96 hours | AD-HOC | 72 hours | N/A |
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| Person Specification: (Please state Essential (E) or Desirable (D)) | | |
|--|---|--|
| Knowledge & Skills: <ul style="list-style-type: none"> • To be fully conversant with all aspects of electrical skills (E) • To have testing and inspection experience (D) • To have a sound knowledge and understanding of other building trades (E) | Experience <ul style="list-style-type: none"> • To have a minimum 3 years' experience in the relevant trade (E). • To have worked alongside other trades (D) | Qualifications <ul style="list-style-type: none"> • Completion of an Engineering Apprenticeship or NVQ L3 and two years continuous experience in the industry, together with the required minimum Qualifications of: A Level 3 in electrical engineering (E). • Or an alternative recognised equivalent qualification.(E) • Driving license. (E) |
| Core Behaviours | Commitment and self-motivation. To be able to commit to maintaining high standards of personal hygiene, courteous manner, ability to work under pressure, ability to work unsupervised | |
| Leadership Behaviours | N/A | |