

## Job Description Template

Post Title: ESTATES BUILDING MAINTENANCE ASSISTANT	Post Reference:	
<p><b>Summary of the Role:</b> Install, maintain, service and repair, building fabric, equipment and installations. Maintain the fabric of Health Service Premises in relation to fire protection, Security and environment Both internal and external</p> <p><b>Company overview</b></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. Simply Serve Limited provides a broad range of professional estates, facilities and specialist healthcare support services to our clients. We have a commitment to quality and to the environment and hold ISO9001 and ISO14001 certification.</p>	<p><b>Reports to:</b> Maintenance Supervisor</p>	<p><b>Base / Location:</b> YDH, YWH &amp; Ancillary areas</p>
Key Responsibilities	Working Relationships & Contacts	
<ul style="list-style-type: none"><li>• Carry out planned preventative maintenance, installation, modification and repairs to Hospital property including walls, decorations doors, wooden fittings, plastic materials Windows, flooring, suspended ceilings, walls, signage, fencing and various fixing and fixtures.</li><li>• Maintain decorations both internal and external of all Trust properties and cleanliness of fabric, plant and equipment.</li><li>• Carry out new work including shelving, notice boards, display systems, painting and decorating.</li><li>• Working with speed and accuracy, use of relevant power &amp; hand tools</li></ul>	<ul style="list-style-type: none"><li>• Working with colleagues as part of the Maintenance team.</li><li>• Ward staff</li><li>• Working in the vicinity of patients</li><li>• Working in the vicinity of members of the public</li><li>• Working with other departments to enable work to be completed.</li><li>• Ordering spares though the engineering stores via the Storpersion</li></ul>	
Job Dimensions:	Performance Measures and KPIs	

(problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)																
<ul style="list-style-type: none"><li>• The post holder will work mainly unsupervised. The work will involve carrying out maintenance and repair of the fabric of the building and some of its equipment and site facilities, providing an effective maintenance and repair service which is responsive to the user’s needs. The post holder will be employed on a wide range of fault finding and maintenance duties.</li><li>• Ensure specialist stock and materials are ordered to fulfil the need to ensure the maintenance and repair of Trust properties and equipment.</li><li>• Liaise with ward/department Managers to arrange access for all building repair and maintenance.</li><li>• Learn new techniques with additional training to improve own skills.</li><li>• To carry out a wide range of maintenance work across all trade groups in a safe environment and to a high quality. This applies to services and plant, non-medical equipment and the full range of building fabric items.</li><li>• Actively participate in the operation of the Trust Maintenance Management System, by working within the scheme, including completion of all paperwork required of the system, also the completion of all job docket and timesheets</li><li>• Required to follow Trust &amp; Directorate Procedures and participate in audits from internal and external sources.</li><li>• 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.</li></ul>	<p>Reactive repairs =</p> <table><tr><td>Category</td><td>Make Safe</td><td>Rectification</td></tr><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></table> <p>Planned Maintenance = As per the planned date on the job ticket.</p> <p>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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<b>Person Specification: (Please state Essential (E) or Desirable (D))</b>		
<b>Knowledge &amp; Skills:</b> <ul style="list-style-type: none"> <li>General Building knowledge ( E )</li> <li>To have a sound knowledge and understanding of other building trades ( E )</li> <li>Ability to work to deadlines ( E )</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>Working in a maintenance or building services environment (E).</li> <li>Able to work both independently &amp; as part of a team ( E )</li> <li>Ability to provide a high level of service (E)</li> </ul>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>GCSE English &amp; Math's or equivalent (E)</li> <li>Driving license. ( E )</li> <li>Ability to manually lift small items safely (D)</li> </ul>
<b>Core Behaviours</b>	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