

Job description

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| Post | Maintenance Operative (Electrical) |
| Band | Band 2 |
| Department | Estates |
| Responsible to | Maintenance Manager |
| Professionally Accountable to | Chief Engineer |
| Date written | 08/11/2021 |
| Written by | Chris Harris |

Job summary

This Post is part of the Maintenance Team of Kettering General Hospital who provides maintenance services, both planned and reactive, for the properties belonging to the Hospital

We are looking for a hard working individual who has some training, knowledge and/or experience in electrical systems that isn't afraid of hard work in a very busy environment.

The Post Holder is expected to provide a comprehensive repair and maintenance service for Electrical Engineering systems and installations in all buildings occupied and operated by the Hospital.

The post holder will carry out necessary maintenance tasks to ensure the safe and continuous operation of the electrical engineering services and the building plant located in the Trust.

The post holder will undertake specific maintenance tasks and will carry out maintenance and repairs across a wide range of interconnected highly complex plant and equipment, reporting to the Maintenance Supervisor/Electrical Officer.

The post holder will be working to established electrical engineering procedures, good practice, organisational and broad occupation policies. Often working to measured standards and procedures which require specific training; in first line response situations the post holder will need to establish how such policies can be implemented.

Key working relationships

Internal:

- Colleagues
- Ward Staff
- Facilities Managers
- Maintenance Supervisors & Staff
- Clinical Management Teams
- Finance Partners
- HR Team



Compassion



Accountability



Respect



Integrity



Courage

- Executive Team

External:

- Contractors
- Specialist Consultants
- Specialist Advisors

Organisational structure

Director of Estates
Head of Estates
Maintenance Manager
Estates Officer
Estates Supervisors
Estates Craftsperson's
Estates Maintenance Assistants

Main duties and responsibilities

- The main duties and responsibilities for this role is to assist the maintenance assistance and electrical craftsperson's in their day to day roles and responsibilities.
- To carry out plantroom inspections and cleans, Lift inspections and cleans, lamp replacement and other minor electrical issues.
- To undertake planned maintenance tasks and minor repairs to specialist systems such nurse call units, lifts, pneumatic tubes, fire alarm systems, ventilation plant, lamp replacements after suitable training.
- To carry out maintenance and reactive work within a safe environment and to a high quality across the full range of electrical engineering services.
- Undertake PPM's, fault finding and testing of complex systems such as fire alarms, nurse call, lifts, AC, ventilation, building management systems and all other electrical services.
- To work in accordance with the requirements of relevant mechanical Health Technical Memoranda (HTMs)
- Act as Competent Persons within your skillset as required and defined in Health technical memorandums after receiving suitable training.
- Maintain records of work carried out in accordance with working practices.
- Ensure the security of all plant, equipment and buildings under the jurisdiction of the Maintenance Department.
- Carry out building fabric installation improvement works.
- Drive Trust vehicles as required in accordance with the Trust Transport Policy

- Undertake training where necessary and to learn new techniques across a range of core trade areas.
- To support, advise and action Policy and Safe Working Procedures.
- Assist in the Statutory testing programme to ensure compliance with current legislation.
- To work in potentially hazardous areas, confined spaces and contaminated equipment taking all safety measures to prevent danger, avoid injury and prevent damage all in accordance with the Trust and Department Health and Safety Policies and Safe Working Procedures.
- To liaise with Wards and Department staff to ensure the requested complex and routine work is specified correctly to meet the user's needs, provided efficiently and completed within the agreed priority response periods.
- To assist with emergency work as and when requested, including out of normal working hours
- Carry out own daily individual administration of work, by the timely completion of works/job dockets/tickets and the filling in of log books, as required
- Liaise with the Electrical Supervisor, regarding plant or equipment failures and to request the supply of goods and /or services as necessary.
- Assist in the setting out of new work; identify materials for ordering and collection using relevant tools and equipment, without supervision
- Assist the Electrical Supervisor by completing jobs allocated to you that are within your skillset in a timely and professional manor.
- Use a flexible approach to perform a wide range of the duties
- Carry out site based surveys and report all defects to the appropriate manager e.g. hazard notices
- Prepare plant for the statutory inspections for independent insurance inspection for compliance with Statutory Regulations.
- To be expected to work within the trusts agenda for change core hours of 06:00 to 20:00 to assist in completing tasks outside of the traditional 8 to 4:30 working pattern.
- To be expected to attend and to participate in out of hours statutory testing such as monthly generator tests etc.
- Any other duties commensurate with the grade and in line with the requirement of the post.

To follow new working guidelines and policies put in place to assist with the prevention of spreading Covid-19 such as wearing face coverings, changing clothing before and after work etc.

Statutory and miscellaneous

- Take responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns or if registration lapses or expires. (all registered staff)
- This post involves incidental access the public and does not have access to children and/or vulnerable adults as defined by the Disclosure and Barring Service (DBS). Therefore no DBS check is required of the post holder. **(this statement relates to non patient facing, non clinical roles)**
- The Trust requires all roles requiring DBS check, to have a satisfactory DBS recheck every three years
- The Trust requires require all new starters to subscribe to the DBS update service where it is a requirement of the role.
- Be responsible for maintaining own vaccinations/Hepatitis B immunity.
- Safeguard patient confidentiality at all times including adherence to the Data Protection Act.
- Attend the Trust statutory refresher courses as necessary
- This post is subject to the terms and conditions of employment of Kettering General Hospital NHS Foundation Trust.
- Be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirement of the post.
- This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the postholder. Appropriate notice of such changes will be given.

Confidentiality, Data protection and data quality

General Data Protection Regulation (GDPR) safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- uphold its principles; and
- adhere to Trust policies and to maintain strict confidentiality at all times

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff Privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained (where appropriate).

Safeguarding Children & Adults at Risk

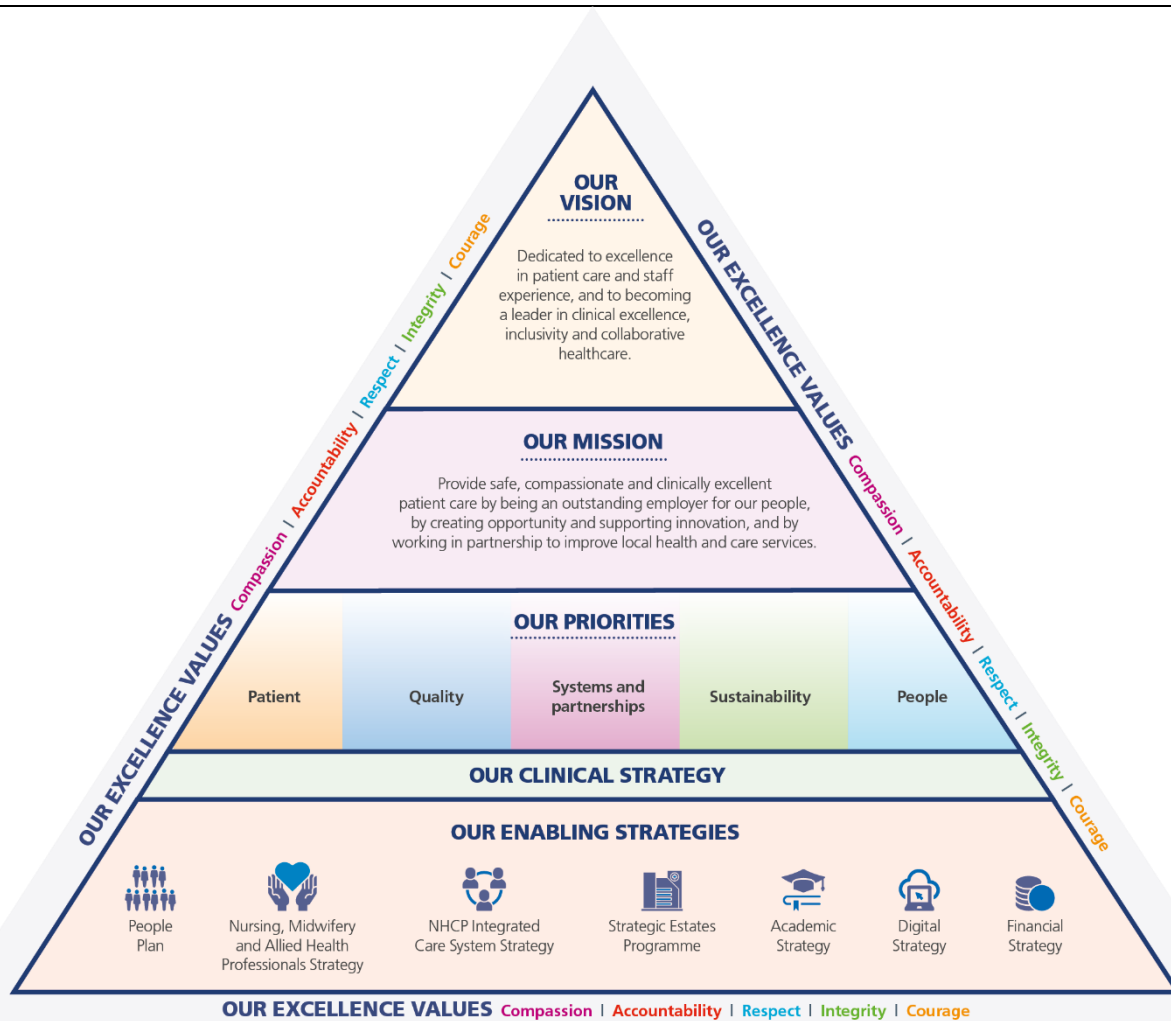
We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

Our Vision and Values

Kettering General NHS Foundation Trust and Northampton General Hospital NHS Trust are both part of the University Hospitals of Northamptonshire NHS Group. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information about working for us:

- [Kettering General Hospital NHS Foundation Trust](#)
- [Best of Both Worlds Northamptonshire](#)
- [University Hospitals Northamptonshire NHS Group](#)



Our Excellence Values



Compassion



Accountability



Respect



Integrity



Courage

We care about our patients and each other. We consistently show kindness and empathy and take the time to imagine ourselves in other peoples shoes.

We take responsibility for our decisions, our actions and our behaviours. We do what we say we will do, when we say we will do it. We acknowledge our mistakes and we learn from them.

We value each other, embrace diversity and make sure everyone feels included. We take the time to listen to, appreciate and understand the thoughts beliefs and feelings of others.

We are consistently open, honest and trustworthy. We can be relied upon, we stand by our values and we always strive to do the right thing.

We dare to take on difficult challenges and try out new thinks. We find the strength to speak up when it matters and we see potential failure as an opportunity to learn and improve.

| Shortlisting Criteria | Essential | Desirable |
|---|-----------|-----------|
| Education, Training & Qualifications | | |
| GCSE' Grade 3 (or equivalent) or above in English | X | |
| GCSE' Grade 3 (or equivalent) or above in Maths | X | |
| A qualification or (working towards) in electrical maintenance e.g. NVQ level 1 or above | | X |
| | | |
| Knowledge & Experience | | |
| Good understanding of the maintenance of buildings services | X | |
| Good knowledge of Health and Safety issues in connection with the Construction Industry. | X | |
| Minimum of 5 years electrical work experience. | X | |
| Experience of working within a customer-focused repairs and maintenance service. | X | |
| Experience of working in a team and in a commercial environment. | X | |
| Experience of working with a range of portable tools, small plant, ladders and equipment to enable duties of the job to be carried out. | X | |
| Previous years NHS experience | X | |
| Skills | | |
| Ability to record detailed and accurate repairs information relating to repair inspections or completed repair jobs. | X | |
| Able to use mobile electronic equipment (handhelds). | X | |
| Able to participate in the repairs and maintenance out-of-hours emergency service when required. | X | |
| Capable of working at heights from scaffold platforms, ladders or mechanical equipment. | X | |
| Able to carry out a repair job or improvement task that involves physical strength, stamina and standing, kneeling or crouching. | X | |

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| Must hold a current valid driving licence. | X | |
| Ability to carry out repair job assessments (inspections), identifying the repair to be completed and materials required to complete the repair. | X | |
| Ability to prioritise workload and work in a systematic and organised manner to ensure that repairs are completed within target times. | X | |
| Good communication - written and oral. | X | |
| Able to work under pressure and to deadlines. | X | |