



GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board

## Job Description

### SECTION 1

#### JOB DETAILS

<b>Job Title:</b>	Maintenance Supervisor (Electrical Biased)
<b>Contract Type</b>	Permanent
<b>Contract Hours</b>	37.5 Hrs/Week
<b>Division/Directorate:</b>	Strategic Planning & Operations
<b>Department/Ward:</b>	Estates
<b>Responsible to:</b>	Senior Estates Manager
<b>Accountable to:</b>	<b>Head of Operational Estates</b>
<b>Base:</b>	Prince Charles Hospital
<b>Band:</b>	5

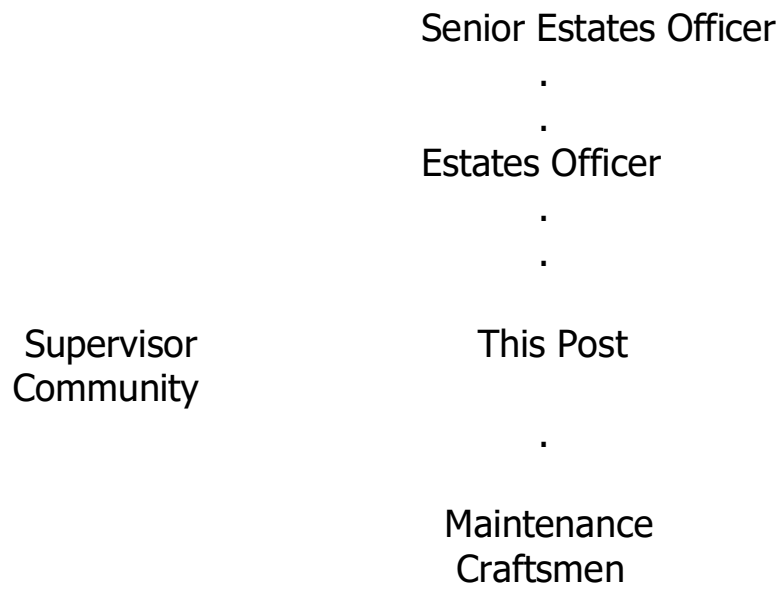
#### Main Purpose of the Job:

Manages at supervisor level the effective, efficient and safe operation of the Health Boards mechanical, electrical and building infrastructure and associated craftsmen. Providing technical advice, training and support where necessary.

#### Principal Duties:

The post holder will be responsible for the undertaking of maintenance repairs, minor works and planned preventative maintenance. Supervision of a multidisciplinary team of Engineering and Building craftsmen and semi skilled staff and contract staff to ensure compliance with the Health Boards standards, policies, procedures and health and safety requirements.

## Organisation Chart



## **SECTION 2**

### **1. Communications and Relationships skills**

The post holder will be responsible for providing support and complex technical advice to all maintenance operatives, providing routine advice to all levels of staff where persuasion or tact may be required when communicating with non-technical staff.

Ensuring compliance with all HTM's and Health & Safety requirements.

Uses own knowledge and experience to ensure team building and cooperation.

### **2. Knowledge, Training and Experience**

Must have a broad practical knowledge of engineering and building practices which may be of a non-routine nature.

In depth knowledge of procedures in the maintenance of plant, equipment, services and buildings

Knowledge of staff databases such as TAB's.

### **3. Analytical and Judgmental Skills**

The individual will be required to fault find on mechanical and electrical systems.

Finding solutions to technical problems where necessary.

Manages the BMS system adjusting and improving system performance to obtain best results and efficiencies.

Will be required to resolve day to day staffing issues.

### **4. Planning and Organisational Skills**

The post holder will be required to coordinate, plan, instigate, allocate and monitor the Estates Planned Preventative Maintenance System together with coordinating the reactive maintenance of the department. This may require adjusting planned work and staffing requirements together with coordinating complex contract maintenance which may require direct labour involvement.

The individual will also have to plan ongoing training requirements to suit the needs of the service and to undertake the installation of new technology and equipment.

### **5. Physical Skills**

The post holder will have to use practical keyboard skills when using the TAB's electronic system for allocating work to direct labour staff.

There will also be a requirement for highly developed skills for the use of fine tools and equipment when undertaking maintenance and testing.

#### **6. Patient/Client Care Responsibilities**

Due to the nature of the post there will be little direct contact with patients.

#### **7. Policy and Service Development/Implementation**

The individual will work to and implement Estates and UHB policies and procedures.

They will propose changes to policies which may have an effect on own area of responsibility.

#### **8. Financial and Physical Resources:**

The post holder will be responsible for authorising the procurement and purchase of parts, materials and services in relation to their role.

They will also be responsible for the maintenance, repair, servicing and installation of the Estates services plant equipment and building fabric.

#### **9. Human Resources:**

As maintenance manager the individual will be responsible for the day to day management and control of direct labour maintenance staff and associated contractors.

They will also be responsible for training direct labour staff and new starters on the maintenance requirements for the department.

They will be responsible for undertaking first line responsibility for sickness, absence and counselling, work allocation etc

#### **10. Information Resources:**

The individual will be required to produce reports on maintenance activities and completion rates for the Senior Estates Manager using the TAB.s computerised system software.

There will also be a requirement to store information daily to enable an audit trail to be kept in relation to maintenance activities and statutory/mandatory requirements.

#### **11. Research and Development:**

There will be a requirement to undertake maintenance audits and surveys on the estates plant equipment and buildings to produce reports for future capital applications in relationship to their "life expectancy" and proposed replacement dates.

Will be required to regularly test Health Board equipment.

## **12. Freedom to Act :**

The post holder will have defined targets and results to achieve but will have the individual freedom on how to meet and address them.

Will adhere to broad occupational policies and regulations but will have significant flexibility as to how these are implemented and where necessary will have access to guidance and advice.

## **Effort & Environment Factors:**

### **13. Physical Effort**

Due to the nature of the post there will be a need to be an occasional requirement exert moderate physical effort for short periods; there will also be a requirement access restricted spaces

### **14. Mental Effort**

The post will require the individual to have a frequent requirement for concentration when using the computer/VDU or when undertaking fault finding where the work pattern is changing and unpredictable.

### **15. Emotional Effort**

There will be occasional exposure to distressing or emotional circumstances when dealing with staff issues.

### **16. Working Conditions**

Will be required to undertake repair work on health board equipment. Such as autoclaves, sluice and other clinical machinery. Will also be expected to work in dirty dusty environments such as ducts and plant rooms.

### **SECTION 3**

#### **KSF Post Outline**

Dimension Type	Dimension Number	Dimension Name	Foundation Gateway (Subset Outline)		Second Gateway (Full Outline)	
			Level	Indicator(s)	Level	Indicator(s)
Core	C1	Communication	3	A,b,c,d,e,f	3	A,b,c,d,e,f
Core	C2	Personal and People Development	3	A,b,c,d,e,f,g	3	A,b,c,,e,f,g
Core	C3	Health, Safety and Security	3	A,b,c,d,e	3	A,b,c,d,e
Core	C4	Service Improvement	3	A,b,c,d,e,f,g	3	A,b,c,d,e,f,g
Core	C5	Quality	2	A,b,c,d,e,f	3	A,b,c,d,e,f,g
Core	C6	Equality and Diversity	2	A,b,c,d	3	A,b,c,d,e
Specific	EF2	Environment & Buildings	2	A,b,c,d,e	3	A,b,c,d,e,f
Specific	G5	Services & Project Management	2	A,b,c,d,e,f,g	3	A,b,c,d,e,f,g
Specific	G6	People Management	2	A,b,c,d,e,f	3	A,b,c,d,,e,f,g

## **SECTION 4**

### **Normal Hours**

Monday to Friday, 37.5 hours/week.

There may be a requirement to work a reasonable amount of overtime and to provide an on call service if required.

### **Performance Appraisal**

You will be expected to participate in the Performance Development Programme, a part of which is Performance Appraisal.

### **Registered Health Professional**

All employees of Cwm Taf Morgannwg University Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

### **Lease Car**

Not applicable

### **Job Limitation**

At no time should you work at a level outside your level of competence. If you have concern regarding this please discuss immediately with your Line Manager/Supervisor. All staff therefore have a responsibility to inform those supervising their duties if they do not feel competent to perform a duty/task.

You must be aware of your Terms and Conditions of Service (read your Statement of Main Terms and Conditions)

If relevant to your role access advice and support from appropriately qualified persons in respect of on-site, on-call and call in arrangements.

Staff have a responsibility to access Occupational Health and other support for advice in times of need.

### **Risk Management/Health & Safety**

The Cwm Taf Morgannwg University Health Board is committed to protect its staff, patients, assets and reputation through an effective

risk management process. The post holder will be required to comply with the relevant Risk/Occupational Health & Safety Policies, actively participate in this process and have responsibility for managing risks and reporting exceptions.

### **Records Management**

As an employee of Cwm Taf Morgannwg University Health Board, you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users. You should consult your manager if you have any doubt as to the correct management of records with which you work.

### **Confidentiality of Information**

Any matters of a confidential nature must not be divulged or passed on to an unauthorised person(s) or third party under any circumstances either during or after employment except in the proper course of your employment or as required by law, by Cwm Taf Morgannwg University Health Board or both. Any such breach of confidentiality may be regarded as gross misconduct and may lead to disciplinary action.

### **Training & Development**

All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

### **Review**

The duties of this post are not inflexible and will be reviewed periodically and may be changed to be consistent with the grading of the post as the organisation develops following consultation with the post holder.

### **Equality**

The Cwm Taf Morgannwg University Health Board will take all practicable steps to ensure that staff are recruited, managed,



developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for his or her own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which does not cause offence to another person.

Cwm Taf Morgannwg University Health Board is also committed to providing a safe, healthy and fair working environment and will take all practicable steps to avoid and eliminate harassment of any kind of its employees at work.

Signed: (Post Holder)

Date:

Signed: (Line Manager)

Date:

Signed: (Service Manager)

Date

Date Job Description compiled:

Date for review:



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### Person Specification

Job Title: Maintenance Supervisor		Band: 5	
Department: Estates			
Responsible to: Senior Estates Manager			
Area	Essential at recruitment	Desirable	Assessed by
1.Education/Qualifications / Training	Time served apprenticeship / modern apprenticeship  City & Guilds Level 3 Advanced Craft Certificate in appropriate discipline	ONC / HNC/ Certificate  ECDL	Application Form  Interview  Production of evidence (certificates etc)  References
2. Experience	Significant experience within a maintenance environment, post apprenticeship	Hospital Experience	Application Form  Interview  References
3. Skills	Good oral and written communication skills.  Good negotiation and influencing skills.  Team Player.	Able to produce and interpret reports.	Application Form  Interview  References

	Flexibility		
<b>4. Knowledge</b>	In depth knowledge of procedures in the maintenance of plant, equipment, services and buildings	Understanding of Microsoft Office. Understanding of current hospital Technical Memorandum	Application Form Interview References
<b>5. Personal Attributes</b>	Ability to develop and demonstrate a high degree of customer interface skills	Ability to speak Welsh	Interview References
<b>6. Circumstances e.g. Mobility/Availability-special attendance requirements</b>	Ability to travel and undertake full duties of the post.		Application Form Interview
<b>7. Physical Requirements and attributes</b>	The post requires physical skills and/or manipulation of objects.  The post holder will be expected to use VDU equipment		Application Form Interview Occupational Health Questionnaire
<b>8. Any other special requirements not covered by 1-7 above</b>	Ability to concentrate for frequent periods of time where the work pattern dictates.		Interview References

**Essential:** Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

**Desirable:** - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview

Signed: (Post Holder)

Date:

Signed: (Line Manager)

Date:

Signed: (Service Manager)

Date

Date Person Spec. compiled:

Date for review: