

JOB DESCRIPTION

JOB DETAILS

Job Title: Carpenter / Joiner

Pay Band: 4

Directorate: Corporate Services

Department: Estates

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to: Estates Manager

Reports to: Building Team Leader

Professionally Responsible to: Head of Maintenance and Engineering Estates

Responsible For: Maintenance assistants and apprentices/trainees

JOB SUMMARY / PURPOSE

To provide a safe, comfortable environment for patients, staff and visitors.

Ensuring all essential services are maintained to support clinical departments in their prime task of treating patients whilst ensuring all statutory legislation is complied with.

Ensure maintenance tasks are fulfilled. Responsible for faultfinding and repairing a wide range of building elements and undertaking elements of multi-skilling:

- a) Fire doors
- b) Locks and security
- c) Roofing
- d) Leaks
- e) Minor developments
- f) Windows
- g) Other associated building skills. Mark out accurately and construct from drawing & plans
- h) Knowledge of current building regulations

MAIN DUTIES AND RESPONSIBILITIES

Understand and receive technical instructions from Maintenance core workers and officers.

Conduct workload in unobtrusive manner, ensuring patients in the locality are aware of any disruption or potential noise etc. to ensure minimum distress levels to patients.

Ensure that essential woodworking machines are operated in line with current safety procedures.

Undertake work in a prompt, efficient manner reflecting the urgency and nature of the breakdown.

Requisitioning stores materials to ensure stock items are always available.

Ensure acceptable standards of productivity and workmanship are achieved.

Undertake minor development work when requested and ensure work is completed within required timescale.

There may be occasions when you will be required to attend other HDUHB sites at short notice to support other Health Board Operational Estate staff.

Service Management

Follows Departmental/Health Board-wide Policies and Procedures, adapting to the task in hand as appropriate.

Following the allocation of work batch, the individual determines work programme.

Plan workload and completes tasks autonomously, without routine supervision.

Following PPM Schedules but incorporate flexibility into the working programme, to ensure unforeseen faults/problems are rectified promptly and safely.

Plan and organise materials and working programme with other trades, to ensure minor developments and maintenance tasks are completed as efficiently and promptly as possible, thereby minimising disruption to patient care.

Service Improvement

Diagnose and repair non-routine faults on the building structure throughout the Health Board, ensuring continuity of service in all patient areas and departments.

Undertake essential repair work and general maintenance as required, to ensure smooth running of the hospital.

Carry out statutory planned preventative maintenance, in line with Health Board procedures.

Interpret operational manuals, as required

Implement appropriate Policies whilst undertaking day-to-day and PPM tasks in a safe manner and provide feedback where necessary.

Communications

Liaising with senior medical staff at ward/department level communicating technical issues and carrying out maintenance tasks with minimum disruption to patient support services and patient care (ie. Fire door repairs general building maintenance repairs).

Liaise appropriately with external Suppliers and Contractors, dealing with technical queries and information.

Liaise with team leaders/operational officers regarding building failures, to minimise downtime of areas to prevent disruption to departments.

Finance and Resources

Responsible for the cost-effective repair of a wide range of building fabric and equipment within the Health Board.

Request cost-effective spares from stores to maintain quality service at best cost.

Personal and People Development and People Management

Supervise Maintenance assistants and apprentices, as appropriate.

Check and evaluate results of work and report back any non-conformance.

Supervise assistant staff in safe implementation of required Policies.

Information Processing

Collate and record information with regard to the Fire door check Programme within the Health Board and monitor accordingly.

Ensure comprehensive records are kept with regard to the Health Board key policy, digital locks, etc.

Complete planned preventative maintenance tasks, as appropriate and record any deficiencies.

Complete timesheets and work cards.

Completes fire door audits to update planned Maintenance records.

Health, Safety and Security

Will be required to attend/complete all appropriate statutory/mandatory training

Will be responsible to maintaining own Health and Safety

All employees of the Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Employees are required to co-operate with management to enable the Health Board to meet its own legal duties and to report any hazardous situations or defective equipment. Strictly adhere to the Safe System of Work Permits within the department, to ensure the welfare of the individual, fellow colleagues and patient/staff who may be affected by the service disruption or hazardous work being undertaken.

Effort and Environmental

High degree of dexterity required to complete difficult repairs to buildings.

Requirement to manipulate tools and equipment to provide a robust, safe service.

There is no responsibility for the direct delivery of care but there is significant responsibility for ensuring that the environment is suitable and safe for the comfort and protection of patients, staff and visitors.

Ensure that the planned preventive maintenance schedule is undertaken adequately, managing out risks associated with patient care, eg. Fire door checks to statutory requirements.

Promptly attending to any Patient risk areas that may develop eg. unsafe windows, uneven flooring etc.

High physical effort is required on a frequent basis, to undertake wide range of maintenance tasks. These include working at heights, undertaking heavy repairs and moving heavy materials in conjunction with manual handling policy, building fabric.

There is a frequent requirement for concentration to establish fault conditions to the building fabric.

Flexibility to adapt between job tasks is required, due to the nature of breakdowns on the Health Board properties, ie. staff often diverted to undertake emergency breakdowns.

Occasional exposure to distressing/emotional circumstances, such as working in mortuary, in areas of very sick patients etc

Range of tasks constitutes extensive range of unpleasant working conditions

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications & Knowledge	<p>HND / HNC level</p> <p>or</p> <p>NVQ level 3 plus appropriate experience / post apprenticeship training</p> <p>Craft Certificate</p>	Advanced Craft certificate	Application Form
Experience	Time-served apprenticeship or equivalent experience	Experience of working within a hospital setting	Application Form Interview References
Aptitude & Abilities	<p>Carpentry & Joinery</p> <p>Sound Knowledge of core trade.</p> <p>Familiarity with Health & Safety Legislation</p> <p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be 	<p>Ability to carry out roof repairs</p> <p>Good Knowledge of Health & Safety and Manual Handling</p>	Application Form Interview References

	<ul style="list-style-type: none"> • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		
Circumstances	Self motivated Enthusiastic Conscientious	Experience of working as part of a team	Interview References
Other	Ability to travel between sites in a timely manner		
Language Skills		Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page.</i>	Application form and Interview

Level 1 Welsh

(please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

**** For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB.

The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

**** For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

**** For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs.

The postholder is required to demonstrate on-going continuous professional development.

At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board.

Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.

The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

It is the aim of the Hywel Dda HB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HB has an Equal Opportunities Policy and it is for each employee to contribute to its success.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient

care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis".

IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections.

This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.