



**Lancashire Teaching
Hospitals**
NHS Foundation Trust



Together



Lancashire Teaching Hospitals

   @LancsHospitals

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WORKFORCE DIRECTORATE

JOB DESCRIPTION

JOB TITLE: Shift Maintenance Electrician
DIRECTORATE: Directorate of Facilities & Services
REPORTS TO: Maintenance Manager
ACCOUNTABLE TO: Senior Engineering Manager
KEY RELATIONSHIPS: Engineering Officer (Operational)

DIRECT REPORTS: Maintenance Manager
HOURS: 37.5
LOCATION: Chorley and South Ribble Hospital
BAND: 4

NB: The Post holder may be required to work in other departments across the Trust including across Trust sites

DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS Check	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
required in this role		YES				

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
2	2	2	2	2	1

Role Summary

The Shift Maintenance Electricians responsibilities consist of carrying out planned preventative maintenance, repairs to electrical engineering plant and equipment as managed by the Estates Department and without supervision. Many of the repairs will need to be attended to urgently and some aspects of the work can be hazardous. The post holder will be part of a rotating shift system to ensure responsive and effective repairs to systems affecting the end user.

The post holder's primary duties are to support the Maintenance Managers and are expected to liaise closely with other trade groups, contractors, staff and end users, also service providers and manufactures in order to ensure that the Trust receives the highest standard of service efficiently & effectively. The post holder should be able to demonstrate leadership skills and will be multi skilled

in engineering aspects. The post holder shall demonstrate assessed competence, achieved through training and experience, to undertake the role of Multi Skilled Maintenance Craftsperson and must be able to fault find on complex systems using cause effect analysis.

Key Duties and Responsibilities:

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition, all staff are expected to act in accordance with the values and behaviours of the Trust

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Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.



Building Team Spirit

Working together as one team with shared goals doing what it takes to provide the best possible service.



Taking Personal Responsibility

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES					
<ul style="list-style-type: none"> Develop and maintain effective working relationships with managers, colleagues, contractors and trust wide service users. Liases with contractors, utility suppliers, professional parties and other service users both during normal working hours and out of hours whilst on call. Provide operational advisory support to Trust staff and managers to ensure compliance with all safety standards and procedures. Advise the Senior Estates Officer and/or Senior Hospital Staff (Duty Manager on call/Directorate Managers) on maintenance issues as required outside of normal office hours. Respond to estates related incidents and liaise with other members of the Trust's staff who request assistance. 	<ul style="list-style-type: none"> Supervisors' report that post holder actively seeks information to update team members on issues / developments. Team members report that they feel supported and kept up to date with relevant information. Post holder can demonstrate that they recognise appropriateness of information to be disseminated. Wards and departments report that their service needs are met. Feedback from 					

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<ul style="list-style-type: none"> • Liaise with Wards and Departments to ensure requested work is specified correctly to meet the users' needs, provided efficiently and completed within the agreed priority response periods. This applies to all work requests including patient critical engineering plant, equipment and building services. • Advises the Maintenance Manager / Engineering Estates Officer (Operational) regarding plant or equipment failure and to request in writing the supply of goods and/or services with reference to manufacturer's manuals etc. Maintain stock levels for spares and equipment 	<p>customers is positive.</p> <ul style="list-style-type: none"> • Other maintenance staff and contractors report they feel able to approach the post holder for support and advice. 					
<ul style="list-style-type: none"> • Carry out planned preventative maintenance inspections and testing to ensure compliance in line with Trust procedure and statutory requirements. • Refer to and understand Electrical and Engineering/Technical drawings, specifications and technical manuals. • Assist in commissioning of electrical and mechanical services, plant and equipment. • Use and be competent in the use of all relevant tools and equipment within safety guidelines as necessary for the completion of works. • Undertakes work activities consistent with current legislation, guidance notes and policies and procedures specific to Electrical engineering services. 	<ul style="list-style-type: none"> • All PPMs are completed within the required time frames. • Keeps 100% of both electronic and paper maintenance logbooks up to date. <ul style="list-style-type: none"> • Successfully completes all training (internal and external) provided by the Trust/Department. 					 
<ul style="list-style-type: none"> • Understands the Low Voltage single and three phase electrical systems and equipment within all Trust properties. Test, diagnose and repair faults on these systems, and to deal with new situations as they arise. To pass on technical and local systems knowledge to others. 	<ul style="list-style-type: none"> • Managers are kept up-dated on work programs and schedules. • Actively seeks information from relevant sources i.e., managers, manuals etc 					
<ul style="list-style-type: none"> • Carry out maintenance of complex systems including Generators, LV Switchgear and Distribution, mains and submains, final circuits, Fire Alarm, Emergency Lighting, nurse call, some control wiring, building management systems, AHU fans, pumps, electrical catering equipment, single and three phase plant, equipment contained within the mortuary and theatres and other hospital fixed plant and equipment. 	<ul style="list-style-type: none"> • All inspections are completed in a timely manner; any surveys required are carried out as and when necessary. • All PPMs are completed within the required time frames 					

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<ul style="list-style-type: none"> Carry out on going planned preventative maintenance on the fixed wire electrical systems throughout Trust properties 	<ul style="list-style-type: none"> Electrical test certificate forms completed appropriately, and risk assessed 					
<ul style="list-style-type: none"> Carry out Estates surveys, including monitoring of electrical and mechanical systems, ventilation DHW/heat raising plant and associated electrical systems 	<ul style="list-style-type: none"> Reports produced 					
<ul style="list-style-type: none"> Be prepared to work in hazardous areas, confined spaces, at height and on contaminated equipment taking all safety measures to prevent danger, avoid injury and prevent damage to equipment in accordance with Trust policy and safe working procedures. Ensure that Risk Assessments and the use of operational procedures are actioned and observed by all maintenance staff. Through the use of Risk Assessments and Maintenance records ensure that all maintenance and minor works comply fully with statutory and other regulations. 	<ul style="list-style-type: none"> Post holder can demonstrate that they have completed and passed specific/relevant Health & Safety training relating to these areas. All risk assessments, actions plans and method statements are completed within departmental timeframes. 					
<ul style="list-style-type: none"> Be fully conversant with all Trust policies and procedures including:- Fire Safety, Infection Control, Health & Safety at Work Act, COSHH Regulations and Manual Handling guidance and safe systems of work 	<ul style="list-style-type: none"> Post holder can evidence that they read and understand relevant Trust policies, procedures 					
<ul style="list-style-type: none"> Identify and prioritise own work load and that of others when appropriate and actively participate in the operation of the performance management information system, including the completion of all electronic forms and paperwork required by the scheme in a timely manner. 	<ul style="list-style-type: none"> Departments report they feel supported and that Post holder effectively identifies and prioritises own work load and complies with the priorities identified on work job tickets. All paperwork completed in a timely manner 					

<ul style="list-style-type: none"> Keep plans, electronic and hard copy records, spread sheet statistical data and ensure such records etc. are correct, updated and revised as necessary 	<ul style="list-style-type: none"> 100% of records, both electronically and paper based, are kept up to date. 					
<ul style="list-style-type: none"> Assist with, and support the Trusts Engineering Officers in project work, new equipment testing and commissioning, specifications, surveys, costing and other similar duties. Undertake inspections for pre-installations and investigate services which may be required for new equipment and carry out minor installation improvement works. Reports all incidents using the DATIX system involving incidents, accidents and near misses related to own area of responsibility. Required to drive appropriate Trust vehicles for transporting personnel or equipment. Carry out planned preventative maintenance inspections and commissioning tests in accordance with Trust procedures and schedules. 	<ul style="list-style-type: none"> All inspections are completed in a timely manner; any surveys required are carried out as and when necessary. Testing and commissioning of equipment is undertaken to required standards. DATIX reports as completed, when required, within departmental timescales. All vehicles are driven safely and driving licence is maintained. All PPMs are completed within the required time frames. 					
<ul style="list-style-type: none"> Ensure that adequate shift cover is maintained during periods of annual leave and other staff absences 	<ul style="list-style-type: none"> Continuity of service is maintained at all times 					

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Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input checked="" type="checkbox"/>	Climbing ladders and / or working at height	<input checked="" type="checkbox"/>
Noise (LEP,d > 80)	<input checked="" type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input checked="" type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input checked="" type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input checked="" type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input checked="" type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input checked="" type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input checked="" type="checkbox"/>	Exposure to any other chemicals	<input checked="" type="checkbox"/>
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input checked="" type="checkbox"/>	On-call duties/ lone working	<input checked="" type="checkbox"/>

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust

- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Shift Electrician

Band:4

DIRECTORATE / DIVISION: Estates and Facilities

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> • Attained City and guilds Electrical Installation Pt 1 and 2 or NVQ level 3 or Equivalent. • Completed a recognised electrical apprenticeship. 	<ul style="list-style-type: none"> • Attained or working towards a technical qualification in a specialist area e.g., City and Guilds 2391-52 Inspection and Testing. • Attained City and Guilds 2382-22 18th Edition IET Regulations 	<ul style="list-style-type: none"> • Application form • Interview • Test
Knowledge & Experience	<ul style="list-style-type: none"> • Proven ability to understand and comply with detailed procedures. • Be able to demonstrate competences in a maintenance electrical role. • Be able to demonstrate continued training across traditional trade groups. 	<ul style="list-style-type: none"> • Previous experience of working in the NHS or large complex building service installations (non-domestic) 	<ul style="list-style-type: none"> • Application form • Interview • Test

Skills & Abilities	<ul style="list-style-type: none">• Be able to demonstrate competence in the required range of technical aspects applicable to the post	<ul style="list-style-type: none">• Experienced BMS/EMS Technologist	<ul style="list-style-type: none">• Application form• Interview• Test
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	<ul style="list-style-type: none"> • Be able to plan, programme and manage maintenance and project priorities under pressure. • Ability to understand technical drawings and diagrams and diagnose technical faults. • Clear and accurate written and verbal communication skills. 		
Values & Behaviours	<ul style="list-style-type: none"> • Ability to work flexibly dependant on the needs of the service and to provide cover in other departments. • Must be prepared to work across sites. • Tactful and diplomatic. 		<ul style="list-style-type: none"> • Application Form/Interview