

Job Description

Job Title:	Estates Maintenance Shift Technician
Band:	Band 5
Base:	You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Estates Supervisor
Accountable to:	Senior Estates Manager

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<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

<p>Job Summary</p>	<p>The Estates Technician shall have a mechanical or electrical background and be versatile and flexible to work across disciplines with appropriate training.</p> <p>The post holder will be expected to act on their own initiative, in a leadership role supporting the Estates Supervisor and Maintenance Managers in the day-to-day management of the service and assisting with the management of contractors.</p> <p>The role of the Estates Maintenance Technician is to provide a comprehensive Healthcare engineering maintenance service to all wards and departments within a multidisciplinary environment, ensuring compliance with Trust safety standards and procedures.</p> <p>The core duty of the role is to carry out planned and reactive maintenance task to a high standard that is commensurate with the skills and experience for the role, to ensure the efficient and effective operation and maintenance of environmental engineering plant, equipment and other engineering systems including heating, air conditioning, fire alarms and specialist healthcare equipment; diagnosis and repair of faults including mechanical, and electrical devices and control systems.</p> <p>Responsible for calibration and fault finding on a wide range of engineering plant and equipment including various voltage systems, steam raising plant and associated equipment, medical gas systems, nurse call systems, lighting, fire detection, building services controls, standby generator plant, heating and ventilation control systems and refrigeration plant.</p> <p>Be part of an emergency out of hours on call team 365 days a</p>
<p>Scope</p>	<p>The post holder will have the ability to fulfil with total commitment to versatility and flexibility a requirement to complete tasks on Building Services systems in NHS Buildings that include;</p> <p>Carrying out own dynamic Risk Assessments for all elements of work including manual handling, Supervise and organise Estates work taking place in a Hospital environment, including the allocation of resources as appropriate,</p> <p>Work autonomously as required by utilising the Trust Facilities Management System to allocate PPM and reactive work requests,</p> <p>Liaise with area users to organise shutdowns of critical and complex patient support systems</p>

	<p>To communicate effectively with Wards and Departments in relation to Estates issues utilising written and/or verbal communication methods to ensure standards of service delivery are maintained and the service user is fully informed of works affecting their areas of responsibility,</p> <p>Interpret and work from all instructions, drawings and specifications in electrical or mechanical installations, plant and equipment, to deal with new situations as they arise and pass on knowledge to others.</p> <p>Have a thorough knowledge across a range of work procedures and practices, underpinned by theoretical knowledge or relevant practical experience.</p> <p>Manufacture, design, assemble, erect and install new work often using own judgement regarding a range of complex equipment, requiring accuracy and precision.</p> <p>Problem solving of technical issues and fault diagnosis on complex Mechanical and Electrical systems.</p> <p>Observe statutory and other relevant requirements in particular to Health & Safety and Codes of Practice applicable to Operational Services.</p> <p>Carry out Planned Preventative Maintenance and day to day duties involving the maintenance of all types of plant, equipment and installations, including boilers, water testing, stripping down boilers for insurance inspections and electrical system maintenance including fire alarm systems, batteries and uninterruptible power supplies.</p> <p>Utilise the Trust Facilities Management System for recording, updating and auditing estates records and the compilation of Plant Histories.</p> <p>Carry out surveys for future maintenance, alterations or improvements including the preparation and compilation of technical reports.</p> <p>Perform a wide range of work of other estates trades as appropriate to their range of work e.g. multi-skilling.</p> <p>Carry Trust communication devices (PDA's) to facilitate immediate response to reactive requests, planned maintenance and emergency breakdowns.</p>
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	<p>Participate in appropriate on-call/shift rotas, subject to appropriate negotiations, and be prepared to work such hours that may be required in an emergency.</p> <p>Any other duties as may be reasonably required by line management commensurate with the grades of the post.</p> <p>Respond to switchboard and building management system alarms. e.g., Fire alarms, lift trappings, Medical Gas Alarms, Boiler Alarms.</p> <p>Use BMS system for first line plant fault diagnosis and plant performance monitoring.</p> <p>Use of electronic devices to monitor and analyse reports from complex Building Management System and Security Systems and equipment to include data collection, first line diagnostics, performance analysis and maintenance.</p> <p>Frequently control the action of untrained and unskilled individuals during the release of trapped lift passengers and whilst doing so take full responsibility for the safety of these passengers, on completion call out lift service engineers and liaise whilst they are on site</p>
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KEY WORKING RELATIONSHIPS

The post holder will maintain good communications and working relationships with;

Members of Trust staff at all levels including nursing staff,
Estates Supervisors,
Estates Managers,
All Estates and Facilities staff across disciplines,
External Agencies,
Emergency services.

KEY RESULT AREAS

Carry out work in accordance with current legislation, codes of practice and best practice guidance

Work safely observing the Trust and departments Health and Safety Policies and procedures.

Work efficiently using technology to work within Service Level agreements and Key performance Indicators.

Carry out tasks and communicate failures and non-conformities to line manager.

To act in a professional manner when undertaking tasks and duties in contact with Patients, Visitors and staff.

Contribute to the development of the CAFM systems ensuring relevant records are kept up to date and readily available.

ADMINISTRATION

Actively participate in the control and transfer of information systems including completion of all paperwork required. (Including completion of all job dockets and timesheets).

To participate in regular team briefings.

Understand and adhere to Trust policies and procedures pertinent to the role.

Participate in the Trust Appraisal system and Personal Development planning

GENERAL

All employees are subject to the requirements of the Health & Safety at Work Act and prevailing Acts since. It is the post-holders responsibility to ensure they are familiar with all UHL Health and Safety related policies that apply to their workplace or work –practice. The post holder is required to ensure that as an employee, his or her work methods do not endanger other people or themselves.

All employees are subject to the requirements of the current Data Protection legislation and must maintain strict confidentiality in respect of patient's and staff's records.

All employees must comply with the Trust's Equal Opportunities Policy and in line with the Equality Act 2010, must not discriminate on grounds of age, disability, gender reassignment,

race, religion or belief, marriage or civil partnership, pregnancy or maternity, sexual orientation or sex. Other grounds on which they should not treat others unfavourably include trade union membership (or non-membership) or political affiliation, or any other grounds which cannot be shown to be justifiable.

This job description is not to be taken as an exhaustive list of duties and it may be reviewed in the light of changed service needs and development. Any changes will be fully discussed with the post holder. The post holder will be required to carry out the duties appropriate to the grade and scope of the post.

The Trust is committed to supporting the health and wellbeing of all its employees. Should the post holder be employed in a people management capacity then they will be required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and appropriately manage stress and ill health in accordance with Trust policies, procedures, legislation and best practice.

In order to ensure the Trust's ability to respond to changes in the needs of the service, after appropriate consultation and discussion with you (including consideration of personal circumstances current skills, abilities and career development) the Trust may make a change to your location, duties and responsibilities that are deemed reasonable in the circumstances.

Your normal place of work will be as discussed at interview and will be confirmed in Section 1 of your contract but you may be required to work in other locations of the Trust. In particular, flexibility is required across the three main Hospital sites (Leicester Royal Infirmary, Leicester General Hospital, Glenfield Hospital). If your initial location is based at one of these sites, excess travel reimbursement will not apply for a permanent/temporary change to base.

Health Clearance for Healthcare Workers ('Occupational Health checks')

- 1) It is recommended that all *new healthcare workers* have checks for tuberculosis (TB) disease/immunity and are offered hepatitis B immunisation (with post-immunisation testing of response) and blood tests for evidence of infection with hepatitis C and HIV [1]. Being free of infectious tuberculosis is mandatory. Checks for immunity to measles, mumps, rubella and varicella (chicken pox) will also be made and vaccination offered if immunity is not detected.

These *standard health clearance* checks will be completed on appointment. Managers should inform new workers that they must contact the OH department so the necessary arrangements can be made. Even if the new worker has had similar checks recently elsewhere, or has worked in UHL before, they will still need to attend for a review, unless these were undertaken at UHL as part of a current rotational medical appointment.

2) For healthcare workers who will perform exposure-prone procedures (EPPs), work in a renal unit*, or likely to practice in an exposure prone environment, *additional health clearance* must be undertaken. Additional health clearance includes testing or demonstration of satisfactory test results for:

- HIV
- Hepatitis B
- Hepatitis C

The exact standards that must be met are described in detail in the Public Health England document: *Integrated guidance on health clearance of healthcare workers and the management of healthcare workers infected with blood borne viruses (hepatitis B, hepatitis C and HIV) October 2017, or revisions thereof.*

**Workers in renal units only need to demonstrate satisfactory results for Hepatitis B.*

These additional checks should be completed before confirmation of an appointment to an applicable post, as the healthcare worker will be ineligible if they do not meet the required criteria. Those who refuse to have the required tests will not be given clearance to start work.

All tests will be arranged in confidence through the Occupational Health department. All costs for testing will be borne by the employing organisation.

[1] Health clearance for tuberculosis, hepatitis B, hepatitis C and HIV: New healthcare workers. DoH 2007.

DISCLOSURE AND BARRING SERVICE (DBS) – {Formerly known as Criminal Records Bureau (CRB)}

If this post requires a standard/enhanced disclosure by the DBS, it is regulated by statute. Failure to disclose details if you are currently / or in the future the subject of police investigation / proceedings which could result in a conviction, caution, bind over order or charges is a disciplinary matter, and may result in dismissal.

The cost of undertaking a DBS disclosure at the required level and associated processing costs will be met by the individual.

To expedite the process the Trust will meet the initial costs of the disclosure which will be deducted from the individuals' salary over a three month period commencing on their first months payment.

INFECTION CONTROL

All employees of UHL must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies will put patients at risk and repeated non-compliance will lead to disciplinary action.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfil these duties post holders are 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 a safeguarding practice and to report and act on concerns that they may have.

RESPONSIBILITIES FOR CONTINUING EDUCATION AND PERSONAL DEVELOPMENT

Undertake the Trust Corporate and Directorate specific Induction and competency Programmes appropriate to role.

LEADERSHIP AND COMMUNICATION

If you are in a leadership position and are invited to attend the monthly Chief Executive's Briefing, you are required to attend one of the briefing sessions. You are then required to meet with your team to cascade the information received and to subsequently provide feedback on your team's discussions.

ELECTRONIC ROSTERING

Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all UHL staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role.

Statement on the Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the University Hospitals of Leicester NHS Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The University Hospitals of Leicester NHS Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview and appointment based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, job adverts and job descriptions will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. At conditional offer stage, we ask applicants to complete a declaration form. This is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the University Hospitals of Leicester NHS Trust to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We will discuss any matter revealed in a Disclosure with the person seeking the position should a situation arise where we are required to withdraw conditional offer of employment. We have a specialist team who is available on hand to provide support and guidance on these matters.

There is a DBS Code of Practice details of which are available at:
<https://www.gov.uk/government/publications/dbs-code-of-practice>

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Person Specification

Post:

Band:

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours	Evidence of related behaviour supporting the values.	Interview
Training & Qualifications	<p>Good general education, with GCSE grades of A – C or equivalent.</p> <p>Relevant City & Guilds Level 3 in an Electrical/Mechanical discipline.</p> <p>HNC or equivalent experience or willing to work towards a HNC</p>	<p>HND in an Electrical/Mechanical discipline.</p> <p>Competent or Authorised Person HTM.</p> <p>PASMA – Mobile Access Tower User.</p> <p>BOAS qualification.</p>	Application form Certificates

Experience	<p>A recognised apprenticeship in Electrical/Mechanical discipline</p> <p>Good in-depth knowledge and workings of Mechanical, electrical & electronic systems within healthcare building engineering systems.</p>	<p>Experience of working in a Hospital Environment.</p> <p>Knowledge of BEMS and control systems.</p> <p>Understanding of Steam raising boiler plant and associated control Systems.</p>	Application form Interview
Communication and relationship skills	<p>Good organisational skills and ability to address and develop solutions to problems.</p> <p>Good communication skills, for effective working relationships throughout the organisation</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Organised approach to work</p> <p>Evidence of good written and spoken communication skills.</p>	<p>Demonstrate negotiating skills, persuasive, motivational and reassurance skills.</p>	Application form Interview

Analytical and Judgement skills	<p>IT / PC skills to be able operate the various computer systems</p> <p>Ability to understand and interpret work plans and drawings.</p>	<p>Knowledge of specific planned maintenance software systems.</p>	<p>Interview</p>
Skills	<p>Ability to fault finding, diagnose and rectify mechanical, electrical systems using relevant tools, drawings and materials.</p> <p>Ability to cope with demanding and stressful scenarios.</p> <p>A dedicated and committed team leader.</p> <p>Flexible individual who can cope with new and changing demands</p> <p>Excellent attention to details</p> <p>Ability to work flexibly as needs arise</p>	<p>Responsive to learning new skills with further training.</p> <p>Ability to install and commission new installations.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

Physical skills	Able to undertake all duties as detailed in the job description.		Interview
Planning and organisation skills	Able to prioritise works and manage conflicting priorities.	Experience of work planning.	Interview
Equality, Diversity and Inclusion	<p>Able to demonstrate a commitment to and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.</p> <p>All staff are expected to engage in compassionate and inclusive leadership in the provision of high quality care and interactions with others</p>		
Other requirements specific to the role	<p>Has the ability to travel, as may be required to work at other sites.</p> <p>Ability to work on the required shift pattern/rotas</p> <p>To be able to participate on the Estates Emergency On-Call rota and therefore must be able to work outside of normal</p>		Interview

	working hours including weekends, evenings and nights when on-call.		
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