

Job Description

Job Title	Maintenance Electrician
Department	Estates
Division	Operations and Maintenance
Band	Band 4
Reporting To	Works Officer
Job Reference	J940b

▪ Role

To participate in providing and maintaining an efficient planned and reactive maintenance service to all wards and departments of Wirral University Teaching Hospital NHS Foundation Trust also including other healthcare organisations who occupy WUTH site i.e., Clatterbridge Cancer Centre, St Johns Hospice, Cheshire & Wirral NHS Microbiology Service

To execute, both planned and reactive maintenance, work requests as required, thereby contributing to the smooth running of the existing hospital buildings and services, to maintain an environment suitable for providing healthcare within major hospital.

To carry out minor schemes and adaptations to wards and departments. This work may include the amendment of existing building layouts or the creation of new layouts and fixtures and fittings.

Participation in an on-call rota, which provides trade cover to both hospital on a 24-hour 7 day per week basis .

▪ Key Responsibilities

- To observe current health & safety and hospital guidelines in maintaining own and other health, safety and security including infection control. Completing risk assessments for all work-related activities and taking into consideration the safety of all patients' staff and visitors. The post holder will understand and work in accordance with the departments permit to work systems and having regard for the safe keeping of tools and equipment in departments with high-risk patients.
- Use and be competent in the uses of all relevant hand and power tools & equipment observing all health and safety guidelines as necessary for the completion of works.
- The post holder must have the ability to plan their own workload being able to complete work, issued by supervisors, within pre-determined timescales and will have a degree of autonomy in managing their priorities. When reacting to emergency situations, the post holder will ultimately be able to seek guidance from supervisors or managers depending

■ Key Responsibilities

on the scale of the emergency.

- The post holder may have to interrupt work in progress to deal with work of a more urgent nature.
- When necessary, working in conjunction with and effectively communicating with other Operations and Maintenance Division personnel, contractors, and where applicable assisting new starters in familiarisation with WUTH properties.
- To carry out planned preventative maintenance, on equipment, within hospital wards and departments, in accordance with departmental procedures. The work undertaken will normally be specific to the core trade of the post holder, or to additional specific training provided to the post holder. Recording the results and outcomes of inspections and repairs. Returning, signed, and completed records to the maintenance supervisor.
- To carry out reactive (day to day) maintenance on various equipment (more details provided below). The work undertaken will relate either to the trade of the post holder or to additional specific training provided to the post holder. Being able to deal with competing work priorities. Recording the results and outcomes of inspections, tests and repairs made by the post holder. Discussing technical issues with line managers and supervisors. Returning completed records to the Supervisory Staff. This type of work may also include attending and co-ordinating actions in emergency situations. These situations may be many and varied for example, the reinstatement of power in the event of a supply failure, a fire alarm activation etc.
- Undertake types of work which may previously have been carried out by other trade groups examples include ceiling tile replacement, replacement of WC seats, replacement of filters, grille cleaning, replacement/re-fixing of fixtures & fittings, routine checks (meter readings), “touch up” painting, ceramic tiling, replace floor / carpet tiling, emergency clear ups, assisting other personnel in different trade groups. (This list is not intended to be definitive but should act as a guide to the type of work which may be undertaken without having to undergo specific training).
- Reading and interpreting technical drawings and interpreting manufacturer’s instructions as and when required.
- To advise / discuss technical issues with line managers and supervisors to explain and give guidance to contractors working within the hospital premises. Also using one’s own knowledge of the site to provide assistance to contractors. The level of the line managers and supervisors’ input will be determined by the risk / importance of the job (to be undertaken) and the competence / knowledge of the tradesman giving instructions.
- Effectively communicate with other department’s managers and staff as to the status of work in progress within their ward or department. Having the ability to explain the technicalities of the work to be undertaken so that the ward / department may plan to accommodate the work without causing major disruption the department. Pagers are

▪ Key Responsibilities

routinely used for some communication.

- Effectively communicate with Operations and Maintenance Division departmental management and supervisory staff as to the status of work in progress within the hospital premises e.g., completed, interrupted, or awaiting parts.
- When working in conjunction with Trade Assistants, Labourer and Apprentice the post holder will take the lead responsibility in ensuring that the work tasks are safely completed.
- To use the purchase requisitioning system to request parts and materials, to complete work orders.
- To undertake additional training, as may be necessary from time to time, in order to keep pace with technological advances, changes in working practice or changes in legislation and codes of practice.
- Accurately completing times on all work orders to ensure that hours booked, each week, reflect the hours booked on personal time sheets. Also completing weekly time sheets, recording accurately start and finishing times each working day and ensuring that this information is available for collection by the relevant supervisory staff.

To Test and Inspect existing or new electrical installations with respect to relevant governing regulation. These installations must comply with HTM 06-02 and other HTM's as required (i.e., emergency lighting installations).

▪ Duties and Key Tasks

- ON CALL, to undertake on-call duties within the trade group, as required, to ensure that emergency repairs occurring, on either hospital, are attended to outside of normal working hours. Increased responsibility is expected to reflect no on-site supervision.
- POWER & LIGHTING: To test, repair and renew as appropriate, all aspects of the power and lighting installations. This will include the testing and inspection of distribution boards and a variety of lighting circuits, power circuits, boilers, plant and equipment, in accordance with relevant regulations.
- FIRE ALARMS: To test, repair and uphold the integrity of various automated fire alarm system. This involves regular planned testing of alarm systems, recording the findings of such tests. Undertaking first line repairs, as necessary.
- NURSE CALL SYSTEMS: To regularly test and repair nurse call systems. This may involve re-wiring and soldering connections in damaged handsets, detecting defective printed circuit cards. Gaining a broad knowledge and understanding of how the various components function within each of the systems on both operational sites.

▪ Duties and Key Tasks

- BED PAN WASHERS & MACERATORS: To repair bed pan washers and macerators investigating complex faults. These machines are sometimes blocked, and it is necessary for the post-holder to clear uncontained human waste before work can be carried out.
- INSTRUMENT WASHER DISINFECTORS & STERILISERS: Liaising with Maintenance/Test Person to investigate complex electrical faults. Replacing electrical and mechanical components where applicable. (See knowledge and skills section)
- PORTABLE ELECTRICAL APPLIANCES: To test portable appliances log/report and repair a wide range of appliances consisting of domestic equipment, cleaning equipment, all types of kitchen / food preparation equipment and medical equipment i.e., suction machines and mortuary equipment.
- EMERGENCY GENERATORS: To carry out the safe and efficient switching of emergency generators in the event of an emergency power failure. This includes recording and logging data of test runs, participating on a scheduled testing regime to maintain familiarisation and undertaking training when major network / distribution changes occur.
- AUTOMATIC DOORS: To provide first aid repair to automatic door systems (sliding, swing and revolving), checking for basic electrical faults and advising line managers / supervisors of the need to use specialist contractors.
- DOOR SECURITY SYSTEMS: To maintain and repair magnetic locks and various types of doors entry system.
- TRAPPED PASSENGER RELEASE: (In the event of a lift, containing passengers, breaking down) To safely release passengers trapped inside lifts. This involves a small team of tradesmen taking control of the situation, reassuring passengers, and completing a safe and efficient rescue. Training is required, to be updated, every two years. (See knowledge and skills section)
- PNEUMATIC TRANSPORT SYSTEM: To repair and maintain the system. This involves fault-finding, leading to the repair of feeler switches, the detection of air leakage in the system and the release of jammed transportation pods.
- TEST AND INSPECTION: To complete test and inspection certification following minor work schemes, modifications, or adaptations to comply with IEE and other external Governing Regulations. These are to be maintained and held on records for future reference.

▪ Extra Factual Information

- The post holder will be required (when necessary) to work in hot, noisy, or dirty and potentially hazardous areas which may, at times, require permits to work Examples include confined spaces, boiler rooms, calorifier rooms with live steam, height work on ladders/scaffolds and outdoors during inclement weather. In accordance with responsibility for health & safety (as above)
- The post holder will be required to be able to work with an appropriate degree of sensitivity and compassion when asked to work near patients / public in various settings with various levels of acuity.
- Possible exposure to uncontained human waste.
- To be prepared to act as High Voltage competent person and key-holder, if required, under the instruction of an Authorised Engineer. This involves taking responsibility for controlled access, of contractors, to High Voltage switch rooms. Staff must be suitably qualified to undertake this role.
- The post holder will be required to exert physical effort, daily, in lifting materials weighing over 15 kilos e.g.

Person Specification

Qualifications, Specific Experience & Training	Essential	Desirable	Measure
• City and Guilds NVQ Level 3 Electrical Maintenance / Installation or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• 17 th /18 th Edition IEE wiring Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
• City and Guilds 2391 Testing and Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
• HV Qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form

Knowledge and Skills	Essential	Desirable	Measure
• Knowledge of single and three phase Electrical systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form and Interview
• LV Electrical distribution systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form and Interview
• Reading and interpreting technical drawings, manufacturers literature and specifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form and Interview
• Experience working in healthcare setting background	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
• Emergency generators, UPS, and Fire Alarm systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
• HV Electrical Distribution systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
• Mechanical experience knowledge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview

Personal Attributes	Essential	Desirable	Measure
• Ability to communicate effectively to colleagues, stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
• Work as part of a team and on their own	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
• Flexible approach to working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Personal Attributes	Essential	Desirable	Measure
• Manage and work to PPM deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
• Self-Motivated, honest, and reliable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
• Physically fit with ability to work in confined space and at height.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Other Requirements	Essential	Desirable	Measure
• The post holder will be required to be able to work with an appropriate degree of sensitivity and compassion when asked to work near patients / public in various settings with various levels of acuity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
• To be prepared to act as HV Authorised person as defined HTM - 06	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview
• The post holder will be required (when necessary) to work in hot, noisy or dirty and potentially hazardous areas which may, at times, require permits to work Examples include confined spaces, boiler rooms, calorifier rooms with live steam, height work on ladders/scaffolds and outdoors during inclement weather. In accordance with responsibility for health & safety (as above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Organisation Chart

