

JOB DESCRIPTION

JOB TITLE:	Estates Maintenance Worker - Mechanical Technical Specialist
BAND:	Band 5
LOCATION:	Estates Department, Omega Centre Wareham, with an operational area that covers all Trust sites.
ACCOUNTABLE TO:	Head of Estates
LINE MANAGER:	Estates Officer Mechanical
KEY RELATIONSHIPS:	To work closely with: Building Trades Engineering Trades Maintenance Workers Apprentices Ward and Other Trust Staff External Specialist Contractors Members of the Public
HOURS OF WORK:	This is a full-time post of 37.5 hours per week 8am – 4pm plus full participation in the Estates on-call rota. The post holder will be required to work flexibly to meet the needs of the service.
JOB PURPOSE:	Provision of multi-trade maintenance services as part of an effective and responsive Estates Technical Service. To work as part of a team within the Estates Department and to support and promote the provision of a reliable, high quality, flexible, proactive customer orientated service that will support the Trust in undertaking its core business. To help ensure that the Trust can provide a well-maintained, clean, safe, accessible, and welcoming environment for patients, visitors, and staff. To provide technical assistance, instruction and training/mentoring to Maintenance Craftsmen and Maintenance Workers on complex maintenance issues. To provide mentoring and job-related training to Semiskilled staff and Apprentices.

MAIN DUTIES AND RESPONSIBILITIES:

1. TECHNICAL

1.1 Daily carry out multi trades engineering tasks that would be Mechanical but would include Electrical, Ventilation HVAC, Plumbing, Decontamination and Building skills in any Trust premises and be exposed to occupational hazards pertaining from these elements.

1.2 To deliver a mechanical maintenance service:

As part of an effective Estates Technical service to all customer organisations.

Based upon planned preventative maintenance (PPM) schedules that are founded upon best practice.

That is responsive and efficient in line with agreed and negotiated standards of access and prioritisation.

Providing a responsive reactive work program.

Carrying out Installation, Maintenance, Servicing and Repairs to a full range of specialist Healthcare and healthcare premises equipment.

Liaison with site staff to ensure any service interruptions are kept to a minimum.

Providing the necessary technical expertise to other trades staff as required.

To provide leadership and motivation to the semi-skilled maintenance team to ensure that the best possible patient-focussed services is delivered.

To assist with planning and allocation of work to the Estates maintenance engineers, maintenance workers and Apprentices.

To assist the Estates Officers in ensuring the efficient and effective utilisation of the directly employed labour force and materials, transport, and other resources.

Provide training and instruction to directly employed labour in techniques encompassing all aspects of maintenance of the Estate.

Provide a technical diagnostic and fault-finding service on plant and equipment and instruct Maintenance Workers and Contractors in dealing with technical problems.

1.3 Daily be responsible for the identification of complex spare parts and either purchasing these parts from a local wholesaler or request parts are ordered via the Estates Office.

1.4 Responsible for maintaining and replenishing all engineering stores in all site-based workshops and van stocks

1.5 Frequently advise Estates Office, using specialist knowledge of plant equipment and site-specific needs, on suitability of calling out external contractors when the service demands, this could be based on time, specialisation, site demands, availability of parts or the impact on patient care.

- 1.6 Manage Contractors when on site during the service visit including approving the completed works and advising the Estates Officers accordingly.**
- 1.7 Ensure that all works are carried out within a set timescale, and with the minimal disruption to the relevant site or department, this will include daily alterations to the working pattern to meet changing service demands these changes will frequently involve travelling to a different site.**
- 1.8 Daily autonomously prioritise workload, considering all legal maintenance requirements, Relevant Health Technical Memorandums (HTM), Health and Safety issues, service level agreements and site-specific requirements.**
- 1.9 Be able to produce work to a high degree of precision using specialised hand and powered tools.**
- 1.10 Supervise and liaise with contractors, following a request from Estates Management Team, at various locations to disseminate site-specific knowledge to enable works to be carried out. Report back outcomes of meetings to Estates Officers.**
- 1.11 Work to interpret and disseminate complex technical drawings, sketches, oral and written instructions.**
- 1.12 Work to appropriate sections of the Water Regulations and to the standards set out in the Gas Safe Register.**
- 1.13 Have an in-depth knowledge of and work to Health Technical Memorandum**
 - HTM00 Healthcare**
 - Engineering, HTM 03 Specialist**
 - Ventilation, HTM 02 Medical**
 - Gas Pipelines, HTM 04 Control**
 - of Legionella, HTM05 Firecode,**
 - HTM 08-02 Lifts,**
 - HTM 08-03 Bedhead services.**
- 1.14 Following an approved training program and having attained the relevant qualifications support the Trust Appointed Person for: HVAC Ventilation and or Pressure Systems**
 - And act as Trust Competent Person for**
 - Natural Gas Domestic/Commercial/Catering**
 - Piped Medical Gas Systems**
 - Water Systems/Hygiene/Legionella/Drainage,**
 - Decontamination,**
 - HTM LV (Low Voltage) Electrical**
 - Fire and Security Systems**
 - Electrical Control Systems**

**Confined Spaces
Asbestos
Working at Heights.**

- 1.15 To carry out inspection and testing of a wide range of mechanical installations and equipment and undertaking repairs or referring to specialist contractors where required.**
- 1.16 Continually monitor and evaluate condition of building, plant, and equipment report either verbally or in the form of a written report any concerns to Estates Officers**
- 1.17 The above will be subject to formal training. This may be in-house training provided by the Trust locally, or at a third-party training venue. Attendance at some of these venues will require travel and overnight stays of up to a week at a time.**

2. COMPLIANCE & SAFETY

- 2.1 Ensure that all equipment and services are maintained in compliance with current legislation and Trust policies and procedures. These may include the latest edition of, The Institute of Electrical Engineers Wiring Regulations, The Water Supply (Water Fittings) Regulations, Council of Registered Gas Installers, Health Technical Memorandums etc.**
- 2.2 Supervise and monitor contractors working in Trust properties following a request from Estates Management Team and feedback as appropriate.**
- 2.3 Provide specialist technical advice and support to external contractors**
- 2.4 Responsible for monitoring Health and Safety compliance in Buildings and Buildings Maintenance and to contribute to other areas of Health and Safety Management throughout the customer organisations reporting any concerns.**
- 2.5 Extensively use platforms and ladders to safely access and carry out high level works.**
- 2.6 Responsible for carrying out all statutory compliance testing, for example Natural Gas Installations, Medical Gas Pipelines, Decontamination units, Ventilation, Water Quality, etc.**
- 2.7 Ensuring that Trust vehicles used are kept in a safe, clean, and roadworthy condition. Where a Trust vehicle is provided (excluding lease vehicles), it will always be electronically tracked during and after working hours. Data provided by this tracker include the driver, its location, all the vehicles' movements, speed and driving style and reports are subject to routine review for safety and staff management purposes. All data is stored in line with the requirements of GDPR (General Data Protection Regulation).**

The vehicle must only be used for official purposes and must be kept in a safe and roadworthy condition with any concerns or damage reported immediately to Transport Department

- 2.8 To undertake risk assessments and assist in the development and implementation of safe systems of work.**

3. HUMAN RESOURCES/WORKFORCE

- 3.1 Identify any personal or engineering specific specialised training requirements and feedback to Estates Office.**
- 3.2 You will be required to undertake any identified training that will improve the service delivery of the Estates Department**
- 3.3 Proactively liaise with the Estates Office to ensure that the correct skills mix is available to cover out of hours on call service, to include covering extra occasions when the need arises.**
- 3.4 Act as technical mentors and provide practical training to Apprentices and any Estates staff under training.**

4. FINANCE/RESOURCES

- 4.1 Where spare parts are required to be purchased from local wholesalers or specialist suppliers obtain an order reference number from the Estates office and purchase the item required ensuring that all relevant receipts, delivery notes etc. are returned to the Estates office as soon as possible.**
- 4.2 Where parts cannot be purchased locally, are not readily available from stock full technical details must be passed on to the Estates office to enable them to interpret and decide on best course of action for ordering goods.**
- 4.3 Estimate quantities of materials as and when required.**

5. SERVICE DEVELOPMENT

- 5.1 To provide constructive feedback to the Estates office with regards to a wide diverse range of tasks and duties to enable the Estates Department to decide on future service planning and best delivery of services.**

6. INFORMATION / DATA RESPONSIBILITIES

- 6.1 Ensure that handheld communication devices are synchronised and utilised as directed.**

- 6.2** Ensure that all documentation is completed accurately and legibly and is returned to the Estates office on a weekly basis. This will include timesheets, daily worksheets, call-out sheets, Van log sheets and service sheets.
- 6.3** Communicate instructions and direction effectively and mentor and guide junior staff to support their personal development
- 6.4** Undertake maintenance planning for the staff within the team

7. ENVIRONMENTAL & WORKING CONDITIONS

- 7.1** Daily, drive an appropriate vehicle to any premises that the Estates Department is responsible for maintaining. Distances covered could be more than 300 miles per week some of which will be at night or early hours of the morning when carrying out on-call duties.
 - 7.2** This service is delivered daily in varying units and departments including operating theatres at a variety of locations including, Hospitals, Health Centres, Primary Care Premises, Clients homes, Care homes, Workshops, within Dorset.
- 7.3** Frequently expected to work in Mental Health units.
 - When visiting Mental Health units' allowances must be made for the client's condition with regards to their level of disability, i.e., always in these properties act in a kind, caring and positive manner, be prepared to take a calm and sympathetic approach when faced with difficult or confrontational clients.
 - At all times when working in Mental Health units you are responsible for ensuring that all tools and equipment are used in a conscientious manner.
- 7.4** Occasionally when service levels demand, be prepared to work overtime at short notice to maintain services this could often involve travelling to another site prior to starting the work.
- 7.5** Take part in trade staff on call rota to deliver a 24/7 emergency breakdown service covering all trades and premises that the Estates Department is responsible for maintaining, occasionally tradesmen will be expected to undertake additional on call duties to cover for absence.
- 7.6** When on call, receive emergency requests and once on site decide on best course of action with regards to attendance/prioritising the calls or calling out external specialist contractors when appropriate, liaising with Estates Manager on call if necessary. These calls can be at any time of the night/weekends/Bank Holidays and to any DHUFT property.
- 7.7** Occasionally required to maintain specialist medical equipment at a variety of locations including patient's homes.
- 7.8** Occasionally work externally in adverse weather conditions.

7.9 To work occasionally in areas which may be potentially hazardous where a need exists to use a permit to work systems, specific health and safety guidance and use personal protective equipment (PPE). Such locations will include the following:

Boiler rooms

Plant rooms

Generator rooms

At heights using access equipment

Confined spaces, roof voids, tank rooms and service ducts. Drains containing human waste.

PERSON SPECIFICATION

Estates Maintenance Worker – Mechanical Technical Specialist

1. Knowledge, skills, and training		Essential	Desirable	Assessment method	Interview Score*
1.1	Good standard of general education	Yes		Application	
1.2	Completed a relevant recognised Engineering apprenticeship or completed a relevant certified formal training programme supported by considerable experience.	Yes		Application & Certification	
1.3	Range of work procedures, practices underpinned by theory or practical experience Knowledge of a full range of trade procedures acquired through an accredited training course on required equipment; level 3 vocational qualification or equivalent plus relevant training or equivalent experience, plus additional training and developed skills.	Yes		Application & Certification	
1.4	Completed a recognised Mechanical to Electrical conversion course		Yes	Application & Certification	
1.5	Must be able to demonstrate sound knowledge of key skills: Communication Application of numeracy Working with others Improving your own learning Problem Solving	Yes		Application, Interview & References	
1.6	Membership of the Water Industry Approved Plumber Scheme (WIAPS) or Gas Safe registered		Yes	Application & Certification	
1.7	Sound working knowledge of L8, HSG274 and HTM04 Water Hygiene (Legionella)		Yes	Application & Interview	
2. Job specific experience		Essential	Desirable	Assessment method	
2.1	Experience of engineering in a healthcare maintenance or equivalent service in a healthcare environment.		Yes	Application, Interview & References	
2.2	Experience of engineering in a healthcare maintenance or equivalent service environment.		Yes	Application, Interview & References	

3. Managerial/supervisory experience		Essential	Desirable	Assessment method	
3.1	Ability to motivate others in service delivery and quality improvement initiatives	Yes		Application, Interview & References	
3.2	Ability to act as technical lead for the practical training of Semi-Skilled staff and Apprentices	Yes		Application, Interview & References	
4. Information Technology		Essential	Desirable	Assessment method	
4.1	Good IT (Information Technology) skills, normally obtained through practice or practical training	Yes		Application, Interview & References	
5. Personal qualities/attributes		Essential	Desirable	Assessment method	
5.1	Ability to communicate with clarity and confidence in a variety of situations which may be demanding and difficult	Yes		Application, Interview & References	
5.2	Ability to plan, facilitate and evaluate activities to meet Departmental needs and objectives	Yes		Application, Interview & References	
5.3	Ability to adapt plans to suit a continually changing environment	Yes		Application, Interview & References	
5.4	Ability to follow a clear instruction and feedback to staff at all levels and disciplines.	Yes		Application, Interview & References	
5.5	Ability to work as part of a team and relate well, encompassing the views of others	Yes		Application, Interview & References	
5.6	Ability to work on own initiative and without supervision	Yes		Application, Interview & References	
5.7	Problem solving skills and flexibility to ensure an efficient service	Yes		Application, Interview & References	
5.8	Ability to use an elevated level of judgemental skill to maintain a professional service	Yes		Application, Interview & References	
5.9	Ability to be innovative, creative, and resourceful in practice	Yes		Application, Interview & References	
5.10	Ability to work in a highly professional manner.	Yes		Application, Interview & References	

6. Business travel		Essential	Desirable	Assessment method	Interview score*
6.1	Subject to the provisions of the Disability Discrimination Act, able to travel using own vehicle on Trust business.	Level 1*		Application, Licence & Interview	
7. Additional requirements		Essential	Desirable		
7.1	Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively	Yes		Application, Interview	

***Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

travel an average of more than 3,500 miles a year;

or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;

or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non- car users who may exceptionally be required to travel on Trust business where such journeys could also be made by public transport.