

JOB DESCRIPTION

JOB DETAILS	
Job Title	Maintenance Assistant (Building)
Reports to	Building Team leader
Band	Band 2
Department/Directorate	Estates

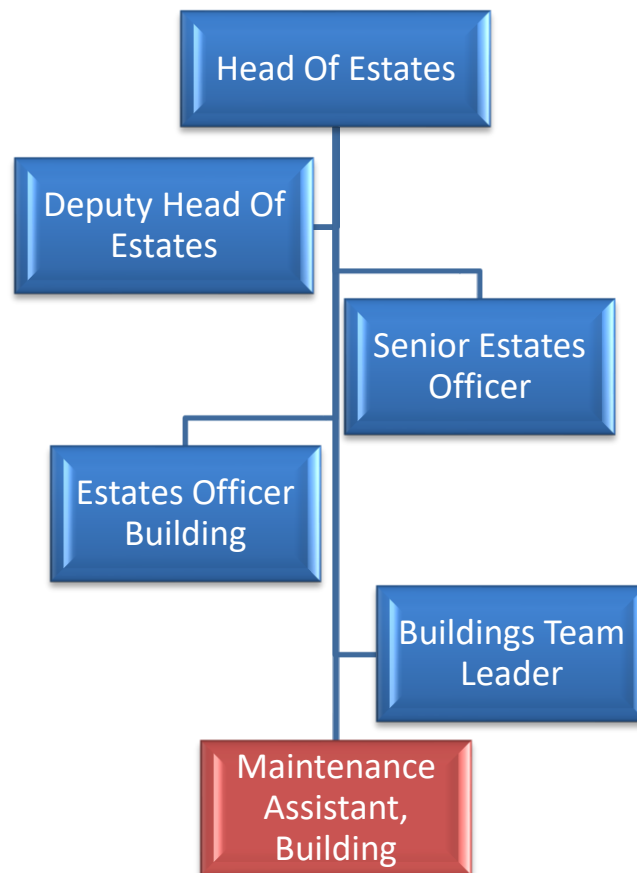
JOB PURPOSE
To be responsible for assisting in the provision of a quality, efficient, responsive, flexible & effective estates service to the Royal Devon & Exeter NHS Foundation Trust, working as part of the Estates Department Team.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To carry out unsupervised, routine maintenance and minor repair work that does not justify the attention of a fully-qualified craftsman. • To learn minor work of assistants in other trades as required. • To carry out minor installation work when required. • To comply with Health & Safety Regulations and report any defects to the team Leader/Estates Officer • To assist higher skilled grades on Minor Works and repairs. • To perform other routine work requiring basic skills (including labouring) as needed. • To adhere to the Estates Department code of dress being very well presented, wearing the supplied uniform at all times. • To understand and adhere to the Trust Health and Safety at work policy and Fire procedures. • To take part in regular performance appraisals. • To undertake any training required in order to maintain competency including mandatory training i.e. fire and manual handling. • To carry out collection & disposal of refuse i.e. domestic and cardboard, as and when required. • To participate in duties out of normal hours if required. • To contribute to and work within a safe working environment. • To carry out any other work applicable to grade.

KEY WORKING RELATIONSHIPS
<p>Areas of Responsibility: (type of work undertaken)</p> <p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.</p> <p>Of particular importance are working relationships with:</p>

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Management Teams • Consultants and other members of a medical team • Administration and secretarial teams • Senior and Junior nursing staff 	<ul style="list-style-type: none"> • External NHS trusts • External organisations • External contractors • External Suppliers

ORGANISATIONAL CHART



FREEDOM TO ACT

The post holder is to act on their own initiative following guidance and policies. Where situations occur beyond this, guidance should be sought from the Team Leader.

COMMUNICATION/RELATIONSHIP SKILLS

To have the ability to communicate at all levels of management, staff, patients and members of the public.
Completion and signing off job dockets on Estates handheld system and to provide feedback to his/her line manager.
To understand fully the inter-relationship between the various maintenance staff for example the role of fitters, plumbers and electricians.

ANALYTICAL/JUDGEMENTAL SKILLS

You will be literate and numerate, and willing to gain computer skills

PLANNING/ORGANISATIONAL SKILLS

Organise and plan own day to day workload or activities in order to meet the demands of the job role.
PATIENT/CLIENT CARE
Assist patients/service users/carers/relatives during incidental contacts.
POLICY/SERVICE DEVELOPMENT
To support Line management and the Department in making service improvements effective within the workplace. To be aware of, comment on and/or actively participate in changes on policies, procedures or service developments.
FINANCIAL/PHYSICAL RESOURCES
Ensure safe and efficient use of equipment, resources and consumables at all times.
HUMAN RESOURCES
To provide cover within the team when required. To undertake Trusts inductions, Trust appraisals and any personal developments required for this role.
INFORMATION RESOURCES
Complete service reports where necessary and work from oral and written instructions including completion of service sheets. Update planned and reactive maintenance management information data.
RESEARCH AND DEVELOPMENT
To provide information for audit purposes.
PHYSICAL SKILLS
Working at height from ladders and scaffolding To drive the trust vehicles where necessary
PHYSICAL EFFORT
Basic engineering and Manual handling tasks will apply to this role. To use power tools and portable hand tools.
MENTAL EFFORT
Some concentration required due a to potential unpredictable work pattern. Some concentration required to follow a pre-programmed PPM schedule.
EMOTIONAL EFFORT
Concentration required due to sometimes changing work schedule.
WORKING CONDITIONS
Expected to work in adverse weather conditions, such as rain, snow and highs winds. Able to work in hot conditions such as plant rooms.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	Estates Maintenance Assistant.
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Semi Skilled. NVQ2 or equivalent in a Building skill	E E	
KNOWLEDGE/SKILLS Knowledge of building maintenance practices. Good knowledge of building maintenance practices.	E D	
EXPERIENCE Previous experience in maintenance, repair work in similar environment.	E	
PERSONAL ATTRIBUTES Be able to work as part of a team Good interpersonal skills.	E E	
OTHER REQUIREMENTS Able to travel between sites Undertake out of hours working when required.	E E	

Complete the table below as appropriate

WORKING CONDITIONS/HAZARDS		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y/N				
Exposure Prone Procedures	N				
Blood/body fluids	Y			Y	
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y			Y	
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	Y		Y		
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y			Y	
Noise (over 80dBA)	Y			Y	
Hand held vibration tools (=>2.5 m/s2)	Y			Y	
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				Y
Heavy manual handling (>10kg)	Y				Y
Driving	Y				Y
Food handling	N				
Night working	Y				Y
Electrical work	N				
Physical Effort	Y				Y
Mental Effort	Y				Y
Emotional Effort	Y				Y
Working in isolation	Y				Y
Challenging behaviour	Y				Y