

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Multi Skilled Tradesperson (Electrical) |
| **Reports to** | Operations and Maintenance Manager |
| **Band** | Band 4 |
| **Department/Directorate** | Facilities Directorate |

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| **JOB PURPOSE** |
| To provide an efficient maintenance service carrying out work of a wide-ranging nature, with an aim to support the provision of a high quality, flexible, proactive customer orientated service. This will be in the areas of Planned Preventative Maintenance (PPM), repair, alteration, testing and installation of engineering services, equipment and fixtures maintained by the Facilities Maintenance Department.  Requiring a multi skilled, electrically biased engineer, who is willing to work flexible hours to meet the needs of the service at locations in Devon. The successful applicant must have experience with Air Handling Units and commercial heating systems and pipework.  Will contribute to the development of the service ensuring that the Trusts “Visions and Values” are maintained at all times, focusing on engineering excellence, integrity and support for the wider team.  As part of the maintenance team, the post holder will support the provision of a high quality, flexible, proactive customer orientated service.  It is essential that the applicant has experience in Air Handling Units, Motors, Bearings and commercial/industrial heating systems.  Will work on a wide range of electrical equipment and services across all areas within the Trusts estate.  This will require the individual to possess a multi-skilled ability working safely but effectively outside their core skill as an electrically biased engineer.  Skilled fault finding is required, often in circumstances where a limited amount of initial information is provided, with an aim to support the provision of a high quality, flexible, proactive customer orientated service. The post holder will ensure that the work they carry out is done effectively to ensure that patients, staff and visitors are provided with a clean safe and pleasant environment suitable for the Trust and service provided.  Experience and knowledge around Air Handling Units and their controls is required.  Will contribute to the development of the service ensuring that the Trusts “Visions and Values” are maintained at all times, focusing on engineering excellence, integrity and support for the wider team.  In all cases compliance is required to Statutory and Regulatory requirements, which includes Legionella, Electrical Safety Policy, Asbestos and Permit to Work Policies and Procedures in a professional manner.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The Skilled Tradesperson will be expected to provide an efficient maintenance service carrying out work of a wide-ranging nature. This will be through the following processes:   * The departments Planned Preventative Maintenance (PPM) programme * Breakdown and repair * Possible alterations to services * Testing and re-verification of services (subject to training) * Possible installation of electrical systems, equipment and fixtures * Witnessing and accepting new Capital works * Identifying new PPM requirements and redundant PPM * Due to the size of the Trusts estate flexible working will be required * Participation in the departments on call out of hours service   Diagnose and repair faults, carry out planned preventative maintenance and testing in electrical installations, plant and equipment.  The post holder should have experience in all types of engineering building services maintenance and repair, preferably within a hospital environment, however this is not essential.  Understand the workings of engineering systems throughout the Trusts properties in the community and at North Devon District Hospital (NDDH) and operate a permit to work system prior to isolating any services as required.  Capable of understanding schematic drawings and specifications.  Able to work from stepladders, scaffolding and other access equipment as required.  Capable of working on own initiative.  Have experience in AHU’s, Commercial/Industrial Heating Systems and Motors.  Have experience with digital Building Management Systems.  After suitable training release trapped passengers from lifts.  Work in mental health and children’s wards, taking appropriate precautions as required.  Request stores, parts, service contractors as required.  Assist in accomplishing the objectives set to the Facilities Department.  Enhance quality of service.  Make suggestions on any changes to procedures or working practices that would be more cost effective and / or increase efficiency.  Support the Facilities departments’ energy and water savings programme and be proactive in reducing utility and water costs.  Instruct others on the above features and other aspects of work, support induction of new starters/professional supervision, training of apprentices, trainees and support workers.  Perform a wide range of work of other crafts. In particular work on elements in general maintenance tasks (GMT).  Deal with new situations as they arise and pass on knowledge to others.  Manufacture, assemble, erect and install new work.  Maintain and efficiently run plant and equipment.  Use relevant tools and equipment.  Understand fully the inter-relationship between various maintenance trades.  Work from planned maintenance instruction schedules  Participate in the labour management systems for NHS Maintenance Departments.  Will be required to participate in the on-call procedure outside of normal working hours, providing emergency repairs within your ability or referring further works to the on-call PTB officer. The on-call periods are one week in every six weeks. Frequency of call periods are subject to change due to staffing levels.  Able to work unsociable hours and work overtime if required.  Carry communication devices (mobile phone, pager, two-way radio, PDA) to respond to emergencies and be contactable.  Comply with all legislation guidance notes, HTM’s and Health and Safety rules for Trades staff.  On a daily basis ensure that all relevant documentation is carried out accurately, legibly and is returned to the line manager on time, this includes work dockets, weekly time sheets, service report sheets, test sheets etc.  Post holder may be requested to undertake tasks outside of their core training, and/or work in unoccupied locations and therefore a very good understanding of Health and Safety procedures will be required.  To ensure that the maintenance section has cover each working day, the post holder will be required to co-ordinate with the line manager before booking any holiday or time off.  The post holder will need the ability to appreciate the requirements of the other trades/contractors working on site.  Possess a willingness to take on new technology and working practices  Possess a full UK driving licence to enable them to drive Trust transport when required.  Undertake training where necessary to learn new techniques or to keep skills updated.  The post holder will be required to undertake any identified training that will improve the service delivery of the Facilities Maintenance Department.  Maintain the quality of their own work and encourage others to do so. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: (type of work undertaken)  No. of Staff reporting to this role: n/a    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.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Managers & Colleagues within the Estates Department | * Contractors & Suppliers | | * Managers & Colleagues within the Facilities Directorate | * Authorising Engineers & External Governing Bodies | | * Colleagues within NDDH & the Community engaging with the Estates Department | * Patients during incidental contact | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Manage own allocated workload during periods of planned maintenance. To work unsupervised in the course of maintenance duties. Including responding to out of hour’s requests in co-operation with other staff involved in the Maintenance on-call service.  Working autonomously on a routine basis and as part of a multi-disciplined team reporting directly to the Acute Maintenance Officer or designate.  To adhere and be guided by procedures and protocols. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Provide and receive routine information to inform work colleagues. Exchange routine information with colleagues, particularly about progress on current work  Communicates technical issues to maintenance staff/explain technical issues to other staff. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Range of facts or situations requiring analysis, comparison of range of options. Problem solves technical issues, fault diagnosis and solution finding. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Prioritise and organise maintenance and breakdown activities as requested to ensure cost-effective outcomes. Ensure allocated work is undertaken and followed-through to completion and satisfaction of the service user in a timely professional manner. |
| **PATIENT/CLIENT CARE** |
| To assist patients/clients during incidental contact/provide non-clinical advice. Incidental contact with patients/advises patients/clients on use of equipment in a community setting as a significant aspect of the work.  Compliance with the Trust Infection Control Policy. |
| **POLICY/SERVICE DEVELOPMENT** |
| Follow policies in own role, may be required to comment/implement policies and purpose changes to policies, may comment/proposes changes to protocols and procedures in the light of experience. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Installation and/or repair and maintenance of physical assets. Maintain and repairs trust properties and equipment. |
| **HUMAN RESOURCES** |
| May be required to demonstrate own activities to new or less experienced employees, providing advice, practical training and support to trainees/apprentices & maintenance assistants. |
| **INFORMATION RESOURCES** |
| Responsible for the receiving of information relating to maintenance activities and entering on to existing data bases.  Update planned and reactive maintenance management information. Use of specialist proprietary test & monitoring equipment during the course of work to record test & verify data.  Carry out risk assessment when required, in accordance with Health and Safety procedures and safe systems of work. |
| **RESEARCH AND DEVELOPMENT** |
| Undertake required testing and verification. |
| **PHYSICAL SKILLS** |
| Highly developed physical skills accuracy important; manipulation of fine tools, materials manipulation of fine tools and equipment. |
| **PHYSICAL EFFORT** |
| Occasional/frequent moderate physical effort for several long periods/occasional requirements to exert intense physical effort for short periods. Heavy repairs, moves equipment/lifts manhole covers. |
| **MENTAL EFFORT** |
| Frequent concentration with an unpredictable work pattern required for fault finding equipment subject to interruptions from carrying a pager, mobile telephone or two-way radios. |
| **EMOTIONAL EFFORT** |
| Limited exposure to distressing or emotional circumstances, which can include working in close proximity to patients in both a wide range of acute care situations, a high security mental health unit and cadavers/post-mortem rooms. |
| **WORKING CONDITIONS** |
| Occasional exposure to highly unpleasant conditions e.g. sewage/gases during the course of duties. Requirement to work on site, sometimes out of doors. Regular exposure to dust (building site) noise (plant rooms) high temperature (plant rooms/boiler house). All of which are to be managed in line with the relevant health and safety regulations and guidance. |
| **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. |

PERSON SPECIFICATION

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| **Job Title** | Multi Skilled Tradesperson (Electrical) |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS/SPECIAL TRAINING:**  CITB/EITB Apprenticeship or other approved training  Electrical//Building services  Engineering – relevant experience having demonstrated levels of versatility and flexibility in electrical building services engineering.  A National Qualification Framework NQF achievement to level 3 or above  C&G 236 Electrical Installation and Maintenance  C&G 7671 17TH Edition IEE Regs latest amendment  2391 Electrical Testing and Inspection Course  Or  C&G 205 Electrical Installation and Maintenance or equivalent Electrical  Installation and Maintenance certified training at level 3  Approved Electrical awareness course or Safe Isolation  Advanced specialist training will be in at least one of the following areas.   * Sterilisation, test person * Decontamination, test person   Must possess UK driving license Cat B | E  E  E  E  E  E           E | D  D |
| **KNOWLEDGE/SKILLS**  Knowledge of the application of: Health and Safety legislation, ACOPs, guidance and rules, NHS technical standards (e.g. Health Technical Memoranda) and Trust polices, basic life support and emergency aid and where required a readiness to train.  To act with integrity and with a professional disposition | E | D |
| **EXPERIENCE**  Skilled in maintenance, fault finding, test & repair work on a very wide range of engineering services & equipment, with the ability to work unassisted in varying, often technical environments whilst complying with Health & Safety/environmental regulations and standards.  IT literate | E     E |  |
| **PERSONAL ATTRIBUTES**  Reliability and Flexibility, able to contribute to changing demands of the service.  Willing to undertake training relevant to the post.  Required to climb ladders, access walkways, ducts cellars, roof spaces etc.  Light manual handling but must be able to demonstrate ability to meet medium to high risk manual handling when acting in an operational role.  Ability to demonstrate a diplomatic caring attitude whilst maintaining confidentiality adhering to the Trusts policy on “Vision and Values”. In particular:   * Understanding excellence * Acting with integrity * Support to members of the team and customers | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required  Will be expected to participate in the Estates on call team | E  E  E |  |

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