

JOB DESCRIPTION

JOB DETAILS	
Job Title	Maintenance Craftsperson
Reports to	Estates Officer
Band	Band 3
Department/Directorate	Estates & Facilities

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

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
• Routine Fault finding, testing, manufacturing, replacing, isolation, modifying, inspecting, improving, installing, maintaining and repairing of all electrical services, plant and equipment in compliance with all good practice guides, operational maintenance manuals and statutory requirements. • Be proactive with regard to all forms of maintenance, good site husbandry and security. Working to specifications and drawings, responsible for ensuring completion minimising waste within set dates and times. • Have the ability to carry out minor duties of other trades when required such as engineering, plumbing, building and carpentry. • Participate in the Estates Department Labour Performance Management Scheme. • The postholder will be part of a district wide 'on call' team and must respond to call outs. Also cover breakdowns, emergencies and shift rota in and out of normal working hours when requested. • Respond in a prompt, effective and polite manner to all related reactive maintenance issues and requests. • Carry Trust communication devices assisting in the immediate response to emergencies. • Ensure onsite Quality Assurance procedures are adhered to in all respects, maintaining accurate records, documentation and signatory in areas of responsibility. • Any other duties in line with the grade as requested to facilitate the smooth running of the department. • Use and maintain resources efficiently and effectively. • Ensures problems and defects are reported in a timely manner. • Identify risks to safety or security and take appropriate action, • Support others in maintaining health safety and security. • Identify and assess the potential risks involved in work activities procedures for self and others. • Take the appropriate action to manage an emergency summoning assistance as necessary. • Assist in maintaining a clean environment that meets Infection Control, Health & safety and security requirements. • Report all accidents and incidents involving self, patients, staff or visitors according to organisational policy. • Being an accountable professional. • Act in the best interests of the Trust, patients, visitors and colleagues.

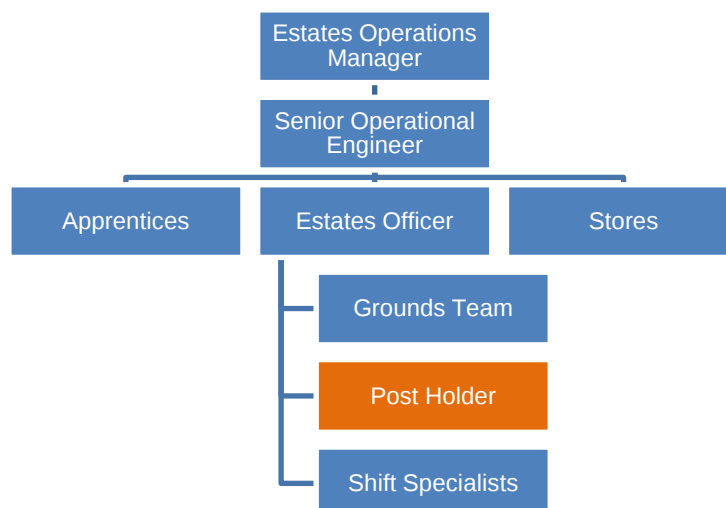
KEY WORKING RELATIONSHIPS
Areas of responsibility: Maintenance. The Estates Department is a multi-disciplinary department employing approximately 80 staff. No. of staff reporting to this role: 0

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
• Supervisor • Colleagues	• Contractors • Patients and visitors

ORGANISATIONAL CHART



FREEDOM TO ACT

- Conforming to Trust policies, procedures and regulations, as well as having a good understanding of results and standards that need to be achieved, someone is available for reference and work could be checked on a random basis.
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries.
- Raises and escalate concerns to the relevant person.
- Works within the limits of own competence and responsibility and refers issues beyond these limits to the relevant people.

COMMUNICATION/RELATIONSHIP SKILLS

- Communicates technical issues to maintenance colleagues explain technical issues to other staff.
- Provide and receive routine information to colleagues, patients and visitors.
- Regularly attend com cell meetings and tool box talks

ANALYTICAL/JUDGEMENTAL SKILLS

- Problem solve a range of technical issues, e.g. fault-finding faulty equipment, machinery etc. interpret operational manuals in order to determine the best solution.
- Analyse a range of options available ensuring safety cost effectiveness.

PLANNING/ORGANISATIONAL SKILLS

- Plan and prioritise own work load to maximise performance and deliver the requirements of the Trust.
- Plan and organise straight forward activities, some of which are ongoing, e.g. new installations and breakdown and maintenance activities.
- To be proficient in carrying out speedy, effective repairs and planned preventative maintenance on all types of plant clinical and non-clinical including, nurse call, air conditioning/ventilation, fire alarms, electric beds, airwave mattresses, pneumatic tube system, generators, batteries, boilers, motors,

pumps, macerators, street lighting, emergency lighting, fixed electrical equipment, lighting, power, security systems, door entry systems, data, communication, lifts, fuel systems etc. as directed by the Electrical Team Leader.

PATIENT/CLIENT CARE

- Contribute to the provision of a safe, well maintained patient environment.
- Incidental contact with patients.

POLICY/SERVICE DEVELOPMENT

- To adhere to Trust policies and contribute to the continuous improvement in the efficiency and effectiveness of the service provided attending and participating in meetings as necessary.
- Follow current procedures making comment on possible improvement.
- To understand and adhere to the Trust Health and Safety at Work policy, Fire procedures, Manual handling, Health and Safety at Work Act, adherence to set Engineering standards in accordance with health and safety requirements, ensuring safe work practices and standard operating procedures are followed.
- To comply with legislation, policies, procedures relevant to the work being undertaken.
- To adhere to organisational policies and procedures and promote Health and Safety at work.
- Follow all information governance guidance and policies.
- Maintain confidentiality as outlined within data protection policies.

FINANCIAL/PHYSICAL RESOURCES

- Carry out statutory inspection and testing, portable appliance testing, documenting and record keeping.
- Be environmentally aware and prudent in use of resources and energy.
- To be responsible for the safe use and storage of all tools and equipment.
- To identify needs and advise on resources as required.

HUMAN RESOURCES

- Maintain and update own training relevant to post.
- Act in ways which support equality and value diversity.
- Demonstrate own duties to new or less experienced staff.
- Support development of less experienced staff.
- Develop skills in providing instruction and training to other staff and apprentices.
- Proactive in seeking opportunities to develop own knowledge and skills.
- Continued CPD remain professionally up to date with all statutory and legal requirements of the trade, attending all training offered by the Trust such as electricity at Work Regulations, safe use of ladders/scaffold, COSHH, fire lectures, resuscitation and manual handling etc.
- Complete personal objectives and required competencies within agreed timeframes.
- Seeks support / guidance in timely manner if any difficulties are encountered
- Takes responsibility for organising and attending statutory / mandatory updates in accordance with organisational requirements
- Acts as an excellent role model by upholding and implementing good practice in the workplace.
- Adhere to the Estates Department code of dress being very well presented, wearing the supplied uniform at all times.

INFORMATION RESOURCES

- Develop skills to maintain professional standards of record keeping
- Accurately record and update maintenance records
- Understand and use the computer-based building management system
- Use electronic resources to fault find, programme and record data.

RESEARCH AND DEVELOPMENT

- Comply with Trust requirements and undertake surveys as necessary to own work.
- Carry out regular testing of new equipment and equipment following repair.

Participate in the review of new technologies and the effectiveness of their use.
PHYSICAL SKILLS
- Use skills of manual dexterity and manipulation of fine tools and equipment. - Standard driving skills to travel to other sites as required.
PHYSICAL EFFORT
- Frequent requirement to exert moderate physical effort for several short periods during a shift. - Safe manual handling required to lift or move large plant and equipment on a regular basis.
MENTAL EFFORT
Frequent concentration is required whilst fault finding, work patterns are frequently unpredictable with regular interruptions to deal with emergencies, some requiring immediate response.
EMOTIONAL EFFORT
- The post holder may have occasional exposure to emotionally challenging situations associated with working in a healthcare environment, including incidental contact with patients and clinical areas. - Emotional effort is generally low and predictable, and the post holder is expected to maintain a professional, calm and supportive manner at all times, seeking guidance or support from their Supervisor where required.
WORKING CONDITIONS
- The post holder will work in both clinical and non-clinical areas across Trust premises and may be required to work in plant rooms, workshops and external areas. - The role involves frequent exposure to unpleasant conditions, including dust, noise, sewage, body fluids and noxious fumes. - The post holder may be required to work at height, in confined spaces and in areas with challenging environmental conditions. - There may be requirements to work unsociable hours, participate in rotas and respond to emergency or reactive work. All duties will be carried out in accordance with Trust Health & Safety and Infection Control policies.
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 (DSE) 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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Maintenance Craftsperson
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
• Demonstratable on the job electrical training and courses	E	
• NVQ3 or equivalent/ or demonstrable level of relevant skills, knowledge and experience	E	
• Low voltage competent person training	E	
• Latest Edition BS7671 certification	E	
KNOWLEDGE/SKILLS		
• In-depth and demonstratable knowledge of BS7671	E	
• Good ability to install, maintain and repair electrical services, plant and equipment	E	
• Knowledge and experience to make evidence-based decisions and problem solve.	E	
EXPERIENCE		
• Experience in electrical environment preferably in a large hospital		D
PERSONAL ATTRIBUTES		
• Ability to work alone or as part of a team	E	
• Good interpersonal skills	E	
• Ability to learn new skills	E	
• The ability to work in an effective and organised manner demonstrating excellent time management and organisational skills	E	
OTHER REQUIREMENTS		
• Full UK driving licence	E	
• Ability to travel between sites	E	
• Undertake out of hours working when required	E	
• The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	Y				
Blood/body fluids	Y	X			
Hazard/Risks requiring Respiratory Health Surveillance					
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				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y			X	
Noise (over 80dBA)	Y			X	
Hand held vibration tools (=>2.5 m/s2)	Y			X	
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	N				
Heavy manual handling (>10kg)	Y				X
Driving	Y				X
Food handling	N				
Night working	N				
Electrical work	Y				X
Physical Effort	Y				X
Mental Effort	Y				X
Emotional Effort	Y		X		
Working in isolation	Y	X			
Challenging behaviour	N				