

## JOB DESCRIPTION

### 1. JOB DETAILS

**Job Title:** LAUNDRY MAINTENANCE CRAFTSPERSON  
**Band:** BAND 4  
**Reports to:** DECONTAMINATION SPECIALIST (LAUNDRY)  
**Department / Directorate:** ESTATES AND FACILITIES DIVISION

### 2. JOB PURPOSE

To be responsible for assisting in the provision of a quality, efficient responsive flexible & effective estates service to the Royal University Healthcare NHS Trust (Wonford), working as part of the Estates Department Team.

### 3. DIMENSIONS/ KEY WORKING RELATIONS

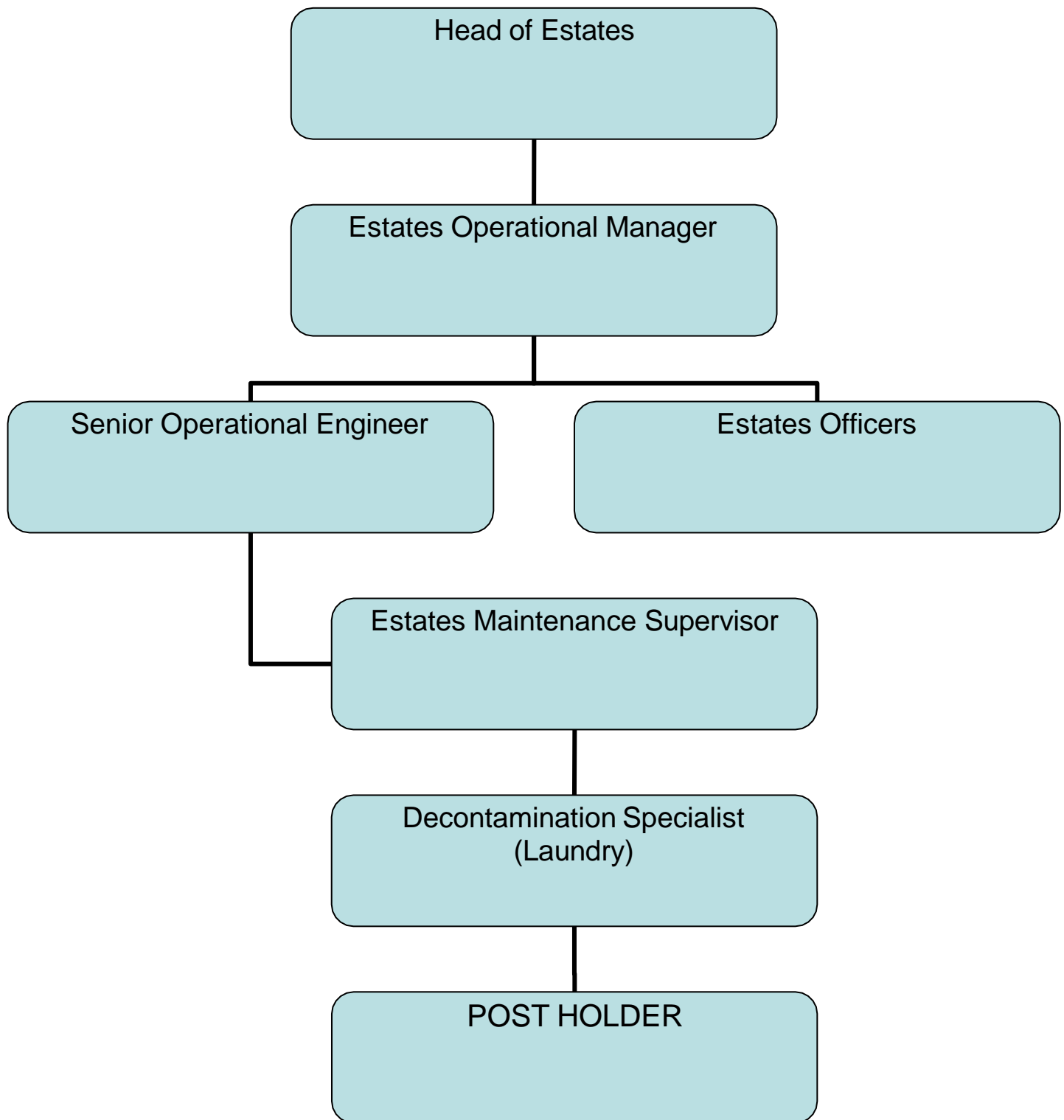
The Estates Department is a multi-disciplinary department employing approximately 55 staff.

Linen Services Department Production Managers/Supervisors

Outside contractors

All members of the Estates Department

4. ORGANISATIONAL CHART:



## 5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:

- To install, maintain and repair all electrical, mechanical services, plant and equipment in compliance with all statutory requirements within the laundry complex.
- To carry out general and planned preventative maintenance.
- When working with a Band 3 or Band 2 tradesperson, to be responsible for the guidance/supervision of his/her work.
- To be proficient and versatile in the safe usage of all standard tools and test equipment.
- To carry out repairs on all types of laundry equipment including domestic hot water and heating services.
- To understand and adhere to the Trust Health and Safety at work Policy and Fire Procedures.
- Assist outside contractors when required
- To be responsible for all maintenance issues, regarding linen services while on shift.
- To adhere to the Estates department dress code; uniforms will be worn at all times.
- The postholder will be required to work to a shift rota as required for the Laundry Maintenance requirements and to meet production needs.
- The postholder will be required to be part of an "on call" team and be expected to participate in out of hours working as required.
- To remain professionally up to date with all statutory and legal requirements.
- To participate in Labour Management Scheme and any other management scheme which may arise in the future.
- To take part in regular performance appraisals.
- To undertake any training required in order to maintain competency including mandatory training ie, fire and manual handling.
- To effectively communicate the maintenance requirements to the linen Service Managers.
- To contribute to and work within a safe working environment.

### 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.

### THE TRUST – Vision and Values

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision, we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity

Fairness,  
Inclusion & Collaboration  
Respect & Dignity

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

As users of the disability confident scheme, we operate a Guaranteed Interview Scheme for job applicants with disabilities. If you let us know, when you apply, that you would like to use this scheme, we will guarantee you an interview, if you meet the essential criteria listed in the person specification section of the job description.

We will also make any reasonable adjustments you require to our selection process. Please let us know what you need.

## **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

**Job Title: LAUNDRY MAINTENANCE CRAFTSPERSON**

Requirements	Essential	Desirable
<p><b>QUALIFICATION/ SPECIAL TRAINING</b></p> <p>Experienced and apprentice-trained maintenance craftsman, NVQ 3/C&amp;G Latest Edition IEE Certification/Gas Safe Registered.</p>	E E	
<p><b>KNOWLEDGE/SKILLS</b></p> <p>Conversant with automated production machinery control circuits, ability to diagnose faults on electro pneumatic/ hydraulic equipment. Gas operated equipment</p> <p>Able to read complex electrical, pneumatic and hydraulic machine drawings and gas burner controls.</p> <p>Multi-skilled</p>	E  E  E	
<p><b>EXPERIENCE</b></p> <p>Minimum of three years post apprenticeship experience, preferably within a laundry.</p>	E	
<p><b>PERSONAL ATTRIBUTES</b></p> <p>Ability to work as part of a team or on own initiative.</p> <p>To be able to work under pressure to resolve major disruptions.</p> <p>Able to maintain records of repairs and maintenance.</p> <p>Willingness to assist in training, and attend training as required</p> <p>Able to prioritise own workload, working without supervision.</p> <p>Ability to communicate technical issues to linen services production managers and operators.</p>	E E E E E E	
<p><b>OTHER REQUIREMENTS</b></p> <p>Be part of Laundry on-call team and work flexible hours when required.</p> <p>Knowledge of H&amp;S issues and safe working practices.</p>	E E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	Y				x
Blood/body fluids	N				
Laboratory specimens	N				
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y			x	
Respiratory sensitisers (e.g isocyanates)	Y		x		
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		x		
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
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		
<b>Other General Hazards/ Risks</b>					
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	N				