****

JOB DESCRIPTION

|  |
| --- |
| **JOB DETAILS**  |
| **Job Title**  | Building Maintenance Craftsperson |
| **Reports to**  | Building Team leader |
| **Band**  | Band 3 |
| **Department/Directorate**  | Estates Department.  |

|  |
| --- |
| **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** |
| • Routine fault finding, testing, manufacturing, replacing, isolation, modifying, inspecting, improving, installing, maintaining and repairing of all building related 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• To understand and adhere to the Trust Health and Safety at Work policy, Fire procedures, Manual handling, Health and Safety at Work Act, Control of Legionella, WRAS, scald prevention, Control of Infection, adherence to set Engineering standards in accordance with health and safety requirements, ensuring safe work practices and standard operating procedures are followed.• To be proficient in the safe usage of all hand, machine tools and equipment applicable to the trade.• Work alone, without immediate supervision, in a team, demonstrating trade techniques to apprentices, occasionally assisting other trades and contractors when required.• When working with a Band 2 tradesperson to be responsible for the guidance/supervision of their work.• To have the ability to carry out minor duties of other trades when required such as electrical, engineering & plumbing.• Attend all training and lectures when requested by the Maintenance Supervisor to assist with continual and personal development.• To adhere to the Estates Department code of dress being very well presented, wearing the supplied uniform at all times.• To participate in the Estates Department Labour Performance Management Scheme.• The postholder will be required to 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.• Must remain professionally up to date with all statutory and legal requirements of the trade, attending all training offered by the Trust such as safe use of ladders/scaffold, COSHH, fire lectures, resuscitation and manual handling etc.• To respond in a prompt, effective and polite manner to all Hotline (2000) related reactive maintenance issues and requests.• To take part in regular performance appraisals.• To contribute to and work within a safe working environment. |
| **KEY WORKING RELATIONSHIPS**  |
| To take part in regular performance appraisalTo undertake any training required in order to maintain competency including mandatory training, e.g. Manual HandlingTo contribute to and work within a safe working environment The post holder is 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 infectionAs 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.The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.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 CheckThe 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**  |
| * Senior Management Teams
 | * External NHS trusts
 |
| * Consultants and other members of the Medical Team
 | * External Organisations
 |
| * Administration and secretarial teams.
 | * External Contractors
 |
| * Senior and junior nursing staff
 | * External Suppliers
 |

 |

|  |
| --- |
| **ORGANISATIONAL CHART**  |
|  |
|  |
| **FREEDOM TO ACT**  |
| Guided by policies, procedures, maintenance procedures and codes of contact and act independently.Refer to supervisory team for additional guidance as required.  |
| **COMMUNICATION/RELATIONSHIP SKILLS**  |
| To form effective working relationships with colleagues throughout Estates and the Trust.Liaise with ward/department managers to arrange access to area and availability of equipment.  |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Assess the safety/operational situation, problem solve issues, carry out analysis and fault diagnosis, finding and then, implementing the solutions.  |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plan and organise maintenance activity to ensure cost-effective outcomes, activities and/or programmes, some of which may be on-going, e.g., prioritising emergency repair requests, requesting spare parts and materials.Ensuring allocated work is undertaken and followed through to completion and satisfaction of the service user.Co-ordinate with other members of the trust, ensuring compliance with Statutory and Trust mandatory policies and legislation.  |
| **PATIENT/CLIENT CARE**  |
| Incidental contacts with patients/clients whilst working in wards, Clinical/Medical areas.  |
| **POLICY/SERVICE DEVELOPMENT**  |
| To follow policies for the role, commenting on policies, procedures or developments which affect the estates operations team and supporting the implementation of departmental procedures.  |
| **FINANCIAL/PHYSICAL RESOURCES**  |
| Responsibility for the safe use, installation, testing, maintenance and repair of property and equipment used throughout the hospital.  |
| **HUMAN RESOURCES**  |
| Demonstrate own activities to new or less experienced employees.  |
| **INFORMATION RESOURCES**  |
| Complete service reports where necessary and work from oral and written instructions including completion of service sheets.Provide feedback to customers on work status. Utilising departmental computerised systems. Update planned and reactive maintenance management information data.Carry out risk assessments when required, in accordance with Health and Safety procedures and safe systems of work.  |
| **RESEARCH AND DEVELOPMENT**  |
| Undertake equipment testing on a regular basis making adaptions where needed, ensuring equipment serves the purpose intended.  |
| **PHYSICAL SKILLS** |
| Working safely at height, on roofs and scaffolding. Working safely in confined spaces |
| **PHYSICAL EFFORT** |
| Physical effort such as walking in excess of 1 mile per day, walking up and down flights of stairs, climbing access ladders and scaffolding.Bending kneeling and crawling. Carrying and manoeuvring heavy loads such as Fire Doors.  |
| **MENTAL EFFORT** |
| Frequent concentration required with an unpredictable work pattern. Concentration required to deal with checking of consultant’s design drawings and specification. Concentration required for the development and programming of essential maintenance. Able to deal with distressing circumstances when inspecting/surveying services in clinical areas.  |
| **EMOTIONAL EFFORT** |
| Able to deal with the general stresses of working around difficult patients. Contact with terminally ill patients on ward.Proximity with dead bodies in the mortuary.  |
| **WORKING CONDITIONS** |
| Expected to work in adverse weather conditions, such as rain, cold, snow and high 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 HandlingContribute 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 infectionAs 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.T*his is*  |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Building Maintenance Craftsperson |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**Experienced and apprentice-trained carpenterNVQ3 or equivalentWoodworking safety training.   | EEE |  |
| **KNOWLEDGE/SKILLS**Ability to install, maintain and repair carpentry and joinery work.Ability to carry out wide and varied range of building tasks.Proficiency in safe usage of carpentry machinesMulti skilled with specialised knowledge of other crafts.   | EEE | D |
| **EXPERIENCE** Good experience of working in carpentry/building services environment.  | E |  |
| **PERSONAL ATTRIBUTES** Be able to work as part of a team.Good interpersonal skills.  | EE |  |
| **OTHER REQUIREMENTS** Ability to travel between sitesAble to join the on-call team.Undertake out of hours working when required.  | EEE |  |

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