

**JOB DESCRIPTION**

**Job Title: Maintenance Assistant**

**Band: Band 2**

**Responsible To: Operations and Maintenance Manager**

**Accountable To: Head of Estates**

**Section/Department/Directorate: Facilities Directorate**

**JOB PURPOSE**

Provide an efficient maintenance service carrying out the day to day semi-skilled work in the planned preventative maintenance and repair of the equipment and fixtures maintained by the Facilities Department.

The post holder as part of their duties must provide the Trust with suitable assurance which is to be communicated by regular and professional feedback of all issues to the works supervisor.   
  
**CONTEXT**

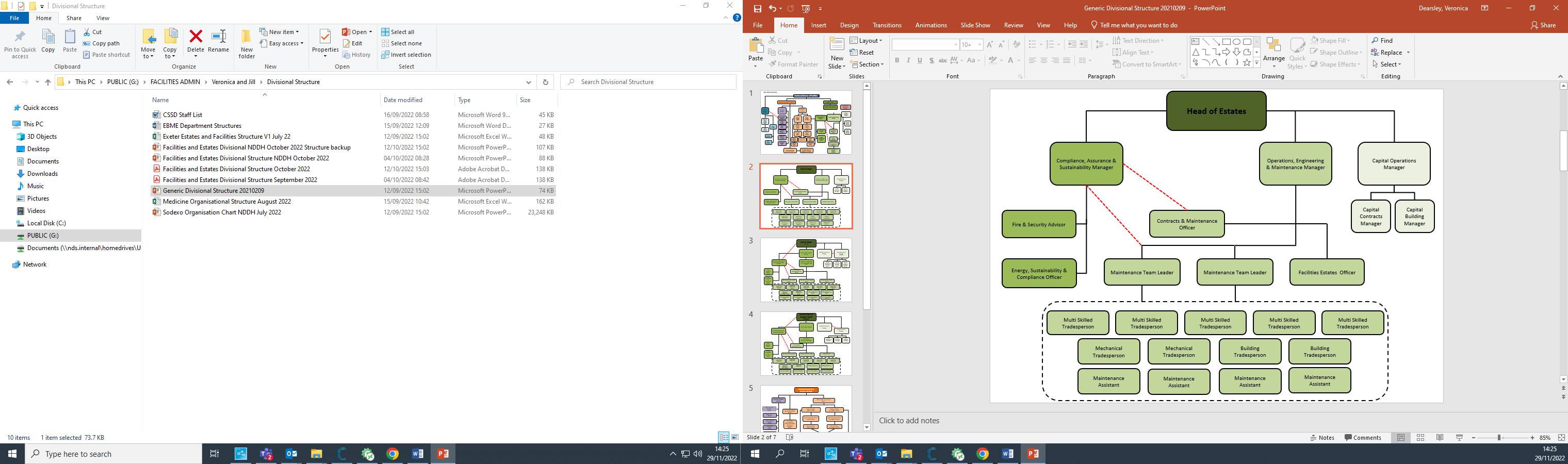
As part of the maintenance team, the post holder will support the provision of a high quality, flexible, proactive customer orientated service. The post holder will ensure that the work they carry out is done effectively to ensure those patients, staff and visitors are provided with a clean safe and pleasant environment suitable for the Trust and service provided.

The post holder will carry out a multi skilled function, this will include in addition to the post holders core skills, minor electrical, mechanical and building trades on buildings, equipment, electrical and mechanical services within their level of professional competence.

The post holder in all cases must comply with Statutory and Regulatory requirements, which include Legionella, Asbestos and Permit to Work Policies and Procedures as example, in a professional manner.   
  
**KEY WORKING RELATIONSHIPS**

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and Electronic media. In all instances this shall be carried out in line with the Trusts “Visions and Values” policy with particular adherence to Excellent, Integrity and Support of the wider Facilities team.

**ORGANISATIONAL CHART**



**KEY RESULT AREAS / PRINCIPAL DUTIES AND RESPONSIBILITIES**

To undertake unsupervised routine maintenance, cleaning and minor repair work that does not justify the attention of a fully qualified craftsperson related to his/her training and/or experience.

Carry out replacement of defective light bulbs, tubes, cleaning of light fittings, shades and diffusers.

Clean internal and external areas of ventilation plants.

Clean ventilation grilles and radiator grilles.

Carry out glass trap cleaning.

Clean plant rooms, workshops etc.

Carry out cleaning to sanitary ware fittings and assist to remove blockages to toilets, manholes and gullies.

Identify and record utility meter readings.

Carry out showerhead cleaning.

Carry out inspection, testing and repair to Nurse call handsets.

Carry out plant room rounds.

Carry out external and internal light inspections.

Assist other maintenance staff as required.

Undertake re-location of goods and/or personnel on site to other sites as required.

Carry out high pressure jetting to drains and exterior of buildings.

Replace plumbing items such as toilet seats, shower rails etc.

Carry out installation and replacement of items of furniture and fittings i.e. soap dispensers, picture hooks, coat hooks, paper towel holders etc.

With suitable training carry out: PAT testing, Fire Alarm Testing, Tank cleaning, Blender checks, Pathology air test monitoring and Emergency Lighting Checks.

Inspect and repair wheelchairs and beds.

Clean and repair domestic equipment such as electric fans.

To work from stepladders & scaffolding as required.

To carry out patch painting as required.

To work in mental health & children’s wards taking appropriate precautions as required.

To be able to work unsociable hours and respond to call outs if required.

To help accomplish the objectives set to the Facilities Department.

To enhance the quality of service.

To make suggestions on any changes to procedures or working practices that would be more cost effective and/or increase efficiency.

To support the Facilities Departments energy savings and be proactive in reducing the utility costs.

Instruct others on the above features and aspects of work.

Deal with new situation as they arise and pass on knowledge to others.

Use all relevant tools and equipment.

Work from planned maintenance instruction schedules.

Participate in Labour Management Systems for NHS Maintenance Departments.

To 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 workshop office on time, this includes work dockets on PDAs, service report sheets etc.

Post holder may be required to undertake tasks outside their core training, and/or work in unoccupied locations and therefore a very good understanding of Health and Safety procedures will be required.

To carry communication devices (i.e. mobile phone, pager, palm top, 2 way radios) to respond to emergencies where required.

To ensure that the maintenance section has cover each working day, the post holder will be required to co-ordinate with the supervisor before booking any annual leave.

**COMMUNICATION AND RELATIONSHIP SKILLS**

Communicates with hospital staff, contractors, patients and members of the public. To provide and receive routine information to inform colleagues. To exchange routine information with colleagues.

**ANAYLTICAL AND JUDGEMENT SKILLS**

Fault finding on equipment.

**PLANNING AND ORGANISATIONAL SKILLS**

Organise own day to day work task or activities.

**PHYSICAL SKILLS**

Use of hand tools, standard driving.

**RESPONSIBILITY FOR PATIENT AND CLIENT CARE**

Through the post holders core role ensure that all users of the Trusts estate do so in a safe and secure environment. There may be the need to assist patients/clients during incidental contact.

Ensure in all activities compliance with the Trust Infection Control Policy.

**RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

Follow policies in own role, may comment on maintenance policies.

**RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

Requisitions spare parts/maintains equipment, repair and maintenance of boilers and other equipment.

**RESPONSIBILITY FOR HUMAN RESOURCES**

Supports induction of new starters.

**RESPONSIBILITY FOR INFORMATION RESOURCES**

Process own timesheets or similar work records.

**RESPONISBILITY FOR RESEARCH AND DEVELOPMENT**

Participates in surveys or audits.

**DECISION MAKING**

To manage own allocated workload.

**PHYSICAL EFFORT**

Occasional/frequent moderate effort for several long periods, occasional/frequent requirements for intense effort for several short periods, on-going requirements for moderate effort. Lift waste, stack waste, push trailers/hitch trailers off vans, lift manhole covers and valves.

**MENTAL EFFORT**

Frequent concentration, work patterns predictable. Operate electrical and mechanical systems, take measurements.

**EMOTIONAL EFFORT**

Exposure to distressing situations is rare/occasional.

**WORKING CONDITIONS**

Occasional/frequent unpleasant conditions, sewage, body fluids and noxious fumes.

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly under him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations’ aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom 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.

The Trust operates a ‘non smoking’ policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to the Trust’s equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the postholder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer’s Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL – ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training
* Challenging poor infection prevention and control practices
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty of confidence to any third part other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer’s disciplinary procedure.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Royal Devon University Healthcare NHS Foundation 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. Royal Devon University Healthcare NHS Foundation Trust ensures that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

**JOB DESCRIPTION AGREEMENT**

Job holder’s Signature: …………………………………………………………………………………….  
  
Date: …………………………………………………………………………………….  
  
Manager’s Signature: …………………………………………………………………………………….  
  
Date: …………………………………………………………………………………….

**PERSON SPECIFICATION**

**POST: Maintenance Assistant**

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| REQUIREMENTS  E= Essential  D= Desirable | E/D | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :   * Reasonable standard of education required * After suitable training carry out maintenance as directed * Ideally an endorsement free full driving license | **E**  **E**  **E** | Application Form  Application Form  Application Form |  |  |
| EXPERIENCE/KNOWLEDGE/SKILLS:   * A basic understanding of mechanical and electrical equipment and systems * Basic DIY skills such as painting * Health & Safety At Work Act * Manual Handling * COSHH Regulations * Safety rules for trades staff * Legionella awareness training * Inspection and testing of electrical equipment (PAT) qualification. City & Guilds 2377/2 | E   E  E  E  D  D  D  D | Application Form/Interview  Application form  Application form  Application form  Application form    Application form   Application form   Interview |  |  |
| PERSONAL REQUIREMENTS:  The job requires physical skills, lifting and manual tasks  Manual dexterity (ability to use hand tools and operate particular power tools) | E  E | Application form  Interview |  |  |
| 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 | E  E | Interview  Interview |  |  |

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts | X  X | Clinical contact with patients |  | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment | X | VDU Use | X |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents | X | Driving | X | Noise | X |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | X |