

JOB DESCRIPTION

1. JOB DETAILS

Job Title: LAUNDRY MULTI-TRADE MAINTENANCE CRAFTSMAN
Band: BAND 4
Reports to: DECONTAMINATION SPECIALIST (LAUNDRY)
Department / Directorate: ESTATES DEPARTMENT - FINANCE

2. 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.

3. DIMENSIONS/ KEY WORKING RELATIONS

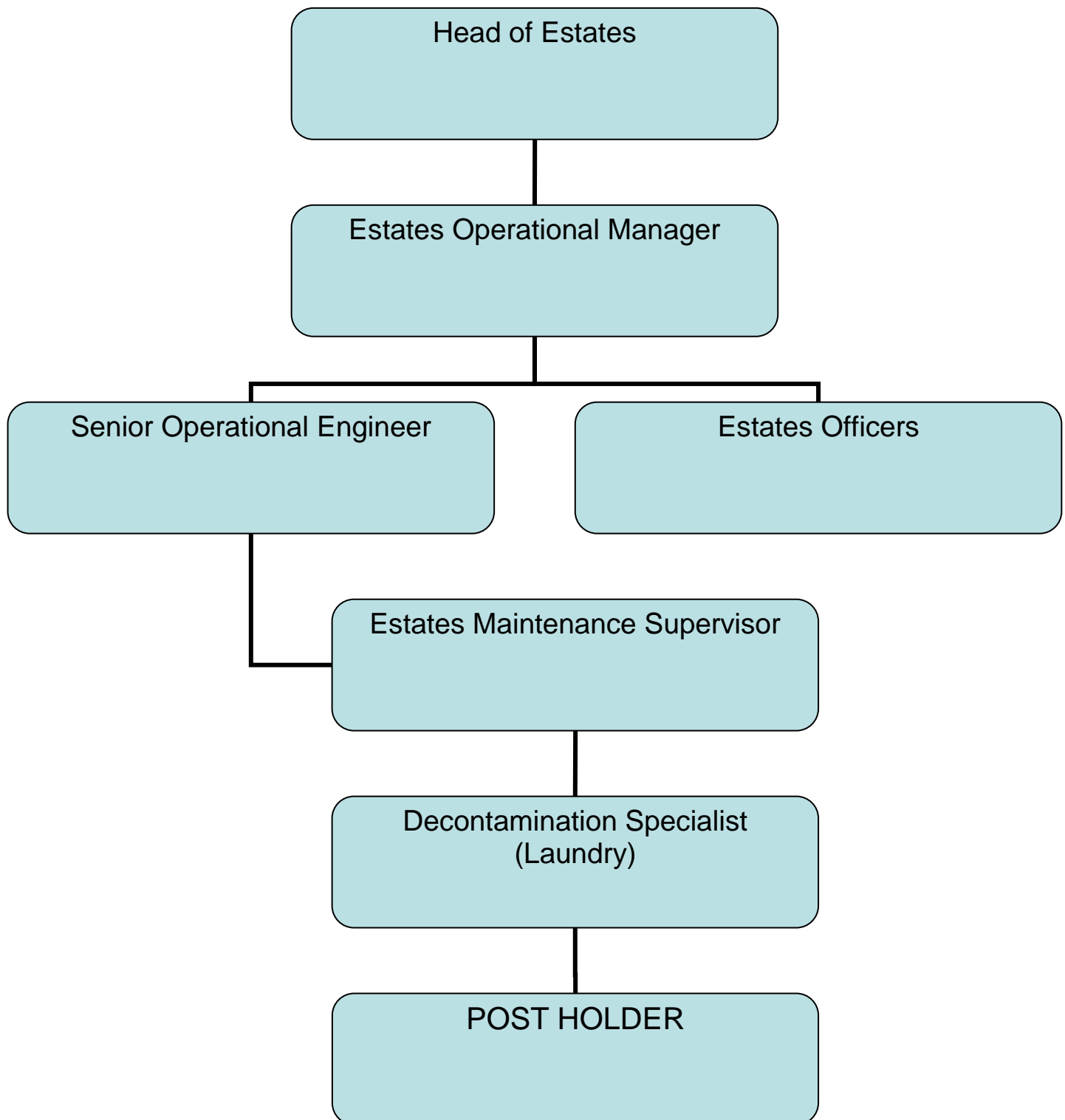
The Estates Department is a multi-disciplinary department employing approximately 55 staff.

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.

Current Working Hours

Week 1	07:00 - 15:00	Mon-Fri
Week 2	11:00 - 19:00	Mon-Fri
Week 3	14:00 - 22:00	Mon-Fri

On Call Rota 1 in 3 weeks

Other Responsibilities:

To take part in regular performance appraisal

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

To 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 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.

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 Check.

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.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

PERSON SPECIFICATION

POST: LAUNDRY MULTI-TRADE MAINTENANCE CRAFTSMAN
GRADE: Band 4

REQUIREMENTS	E/D*	At Recruitment	At 2 nd KSF Gateway
<u>QUALIFICATIONS/SPECIAL TRAINING:</u> Experienced and apprentice-trained maintenance craftsman, NVQ 3/C&G Latest Edition IEE Certification/Gas Safe Registered.	E E		
<u>KNOWLEDGE/SKILLS:</u> Conversant with automated production machinery control circuits, ability to diagnose faults on electro pneumatic/hydraulic equipment. Gas operated equipment Able to read complex electrical, pneumatic and hydraulic machine drawings and gas burner controls. Multi-skilled	E E E		
<u>EXPERIENCE:</u> Minimum of three years post apprenticeship experience, preferably within a laundry.	E		
<u>PERSONAL REQUIREMENTS:</u> Ability to work as part of a team or on own initiative. To be able to work under pressure to resolve major disruptions. Able to maintain records of repairs and maintenance. Willingness to assist in training, and attend training as required Able to prioritise own workload, working without supervision. Ability to communicate technical issues to linen services production managers and operators.	E E E E E		
<u>OTHER REQUIREMENTS:</u> <u>Be part of Laundry on-call team and work flexible hours when required.</u> <u>Knowledge of H&S issues and safe working practices.</u>	E E		

*Essential/Desirable

HAZARDS IDENTIFIED (<i>tick as appropriate</i>):					
Laboratory Specimens Proteinacious Dusts.		Clinical contact with patients		Performing Exposure Prone Invasive Procedures	
Blood/Body Fluids	✓	Dusty environment	✓	VDU Use	
Radiation		Challenging Behaviour		Manual Handling	✓
Solvents	✓	Driving	✓	Noise	✓
Respiratory Sensitisers		Food Handling		Working in isolation	
				Working with electricity	✓
				Chemical soaps	✓
				Heat	✓