

JOB DESCRIPTION

Job Title: Maintenance Craftsperson (Joiner)

Band: A4C Band 4

Department: Estates

Responsible to: Estates Manager

Accountable to: Head of Estates



JOB PURPOSE

To undertake planned preventative and reactive building maintenance duties. To repair and maintain the building fabric, fixtures and fittings to all Trust properties, and all properties covered by any current Service Level Contracts.

To undertake other duties within the job description as requested / directed by your line manager and estates manager.

MAIN DUTIES AND RESPONSIBILITIES

1. All Joinery works to all hospital property, internally and externally, to a high quality and acceptable craft standards and approved methods of working.
2. Work to include general joinery and specialist prefabrication purpose made joinery from rough sawn timber, both softwood and hardwood.
3. Will receive complex information must have good communication skills and be able to communicate with staff at all levels
4. Undertake complete work including measure design manufacture requisitioning of materials and installation
5. Estimate cost and order joinery / building materials for minor works schemes ensuring compliance with all necessary standards.

6. Will Plan and Organise work liaise with other members of staff and patients on a daily basis to ensure work is specified correctly and undertaken in accordance with the user requirements with the minimum of disruption all staff Wards and departments
7. Prepare working area in an efficient and organised manner. Removal of all furniture, fittings and fixtures, and re-fixing on completion.
8. To work in potentially hazardous areas, confined spaces, take all safety measures to prevent danger, avoid injury and damage in accordance with the Trust and department Health and Safety policies procedures and safe working practices.
9. Have the ability to interpret technical detailed manuals undertake fault diagnosis and solving of maintenance problems. Communicate technical knowledge to others particularly in the safe use of fixed woodworking machinery and other portable equipment.
10. Undertake site inspection and surveys determine Plant, access, materials and tools requirements. Report any other defects.
11. Maintain records of work undertaken.
12. Use and operate the Estates RESMAN / PLANET FM computerised labour management system. Plan and prioritise own workload. Work within the scheme including completion of all works dockets noting amendments to work and feed back into the system accounting for a work times and monitoring of weekly hours worked on time sheet.
13. Be conversant with and use all relevant fixed woodworking machinery within the joiners shop in accordance with the Health and Safety at Work act, , PUWER Regulations 1998, Control of Noise at Work Regulations 2005. COSHH Regulations 2002
14. Use all portable hand held power tools and equipment relevant to the joinery and building trade.
15. Diagnose, repair undertake fault finding and be conversant with specialist items of ironmongery and hardware, including locks digital locks and mortice locks, closers, door and floor springs, and window gear
16. Undertake Building Planned Preventative Maintenance to include statutory fire door and window checks, and other patient related items bed side lockers etc.
17. Undertake stock checks of joinery and building materials. Order materials to ensure stock is kept at the require levels.
18. Understand fully the inter-relationship between all trades, both building and engineering.
19. Be flexible in approach to undertake other duties relating to the Building Trade, including glazing, roofing, vinyl and carpet floor laying, Wall tiling, patch Plastering, roof and gutter repairs, erection and dismantling of scaffold. (This is a representative example only and not comprehensive).

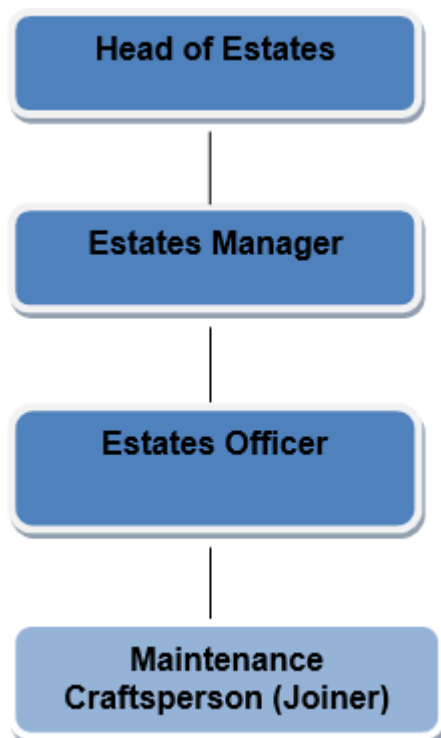
20. Undertake Health and Safety training and other training, where necessary, to learn new techniques and skills. Assist in training of other maintenance workers and apprentices by passing on knowledge and skills.
21. Follow a safe working practice in an efficient and organised manner, observing all statutory and other relevant rules and regulations, insofar as they affect the Estates Department, paying particular attention to the Health and Safety at Work Act, PUWER Regulations 1998, Control of Noise at Work Regulations 2005, COSHH Regulations 2002, and Working at Height Regulations 2005.
22. Transport and erect all access equipment including Zip Up and Tower scaffolds all in accordance with the Safe Working at heights regulations 2005 and HSE Guidance.
23. Transport erect and use Hydraulic Platforms scissor lifts and cherry pickers
24. Use all portable hand held power tools and equipment relevant to the Joinery and Building Trade
25. Will be required to undertake work outside normal working hours at short notice in order to facilitate service demands
26. At all times to carry Trust communication devices (pagers and/or 2-way radios) to facilitate immediate response to emergencies
27. Work at both Doncaster Royal Infirmary and Montagu Hospital and other properties covered by service contracts. Driving will be required.
28. Regular heavy manual lifting associated with the movement of building and joinery materials erection of tower scaffolds and ladders etc.
29. Drive Trust vehicles and assist in the transportation and collection of materials in accordance with the trust transport policy.
30. Liaise with and supervise external contractors as required provide technical support with regard to installation.

SCOPE AND RANGE

The post holder will form part of the Estates Department Operations and Maintenance Team carrying out repairs and new work, internally and externally, to acceptable craft standards and approved methods of working. Whilst undertaking these works the surrounding areas will generally still be in use by hospital staff, patients and visitors.

Subject to the needs of the service it may be necessary to work different shift patterns and at any other property within the Trusts Estate.

ORGANISATIONAL STRUCTURE



APPENDIX 1 - SPECIFIC TERMS

- All staff and volunteers working within the trust have a duty to be aware of their own and the organisation's roles and responsibilities for safeguarding and protecting children and young people, and vulnerable adults. You must be competent to recognise abuse, respond appropriately and contribute to the processes for safeguarding, accessing training and supervision as appropriate to your role. The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients. If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.
- You must be aware of and adhere to Health and Safety legislation, policies and procedures, to ensure your own safety and that of colleagues, patients, visitors and any other person who may be affected by your actions at work. You are reminded of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself and others; to officially report all incidents, accidents and hazards using the Critical Incident Reporting Procedure; to use safety equipment provided for your protection at all times and to co-operate with management in meeting statutory requirements.
- Maintaining confidentiality of information related to individual patients or members of staff is a very important aspect of your work within the Trust. Failure to maintain confidentiality of such information may constitute a serious disciplinary offence. Staff should also bear in mind the importance of sharing essential information with carers and others, with the consent of each patient. There will also be circumstances where critical risk information will need to be shared with partner agencies, subject to guidance and advice available from your manager. You should remember that your duty, to respect the confidentiality of the information to which you have access in the course of your employment with the Trust, continues even when you are no longer an employee.
- This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.