

JOB DESCRIPTION
SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

1. JOB DETAILS

Job Title: **Maintenance Technician (Mechanical) (Multi Disciplinary)**

Trust Grade: **AFC grade 5**

Responsible to: **Site Operational Manager**

Reports to: **Deputy Site Operational Manager**

Location: This post requires the post holder to be flexible to work at any of the Trust properties Central and or Northern Campus by rotation or needs of the service.

2. JOB PURPOSE

The Estates Directorate provide a comprehensive Estate Management Service to all of the Trust’s properties.

The purpose of this job is to assist the Estates Directorate to carry out or oversee the repair, maintenance or installation of complex plant, equipment and buildings belonging to the Trust. This will require a multi skilled approach with additional responsibilities in nominated specialist Estates roles, as well as the full range of duties associated with the post holder’s core craft trade. The job is intended to be flexible in terms of managing operational maintenance services and requires mobility and cover across all of the Trust properties.

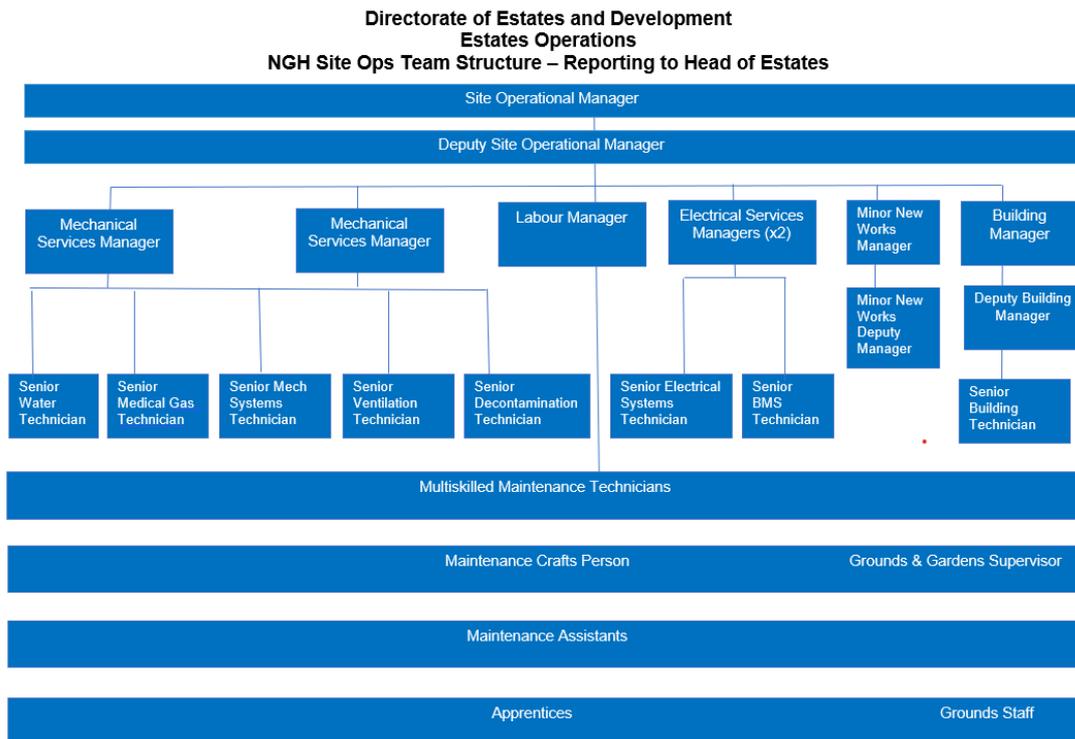
Professionally the post holder will be expected to uphold the Trust’s PROUD values and behaviours and behave in a manner befitting the responsible position of the role and in the best interests of the patients we serve.

3. ROLE OF THE DEPARTMENT

To provide a fully comprehensive Estate Management service to the Trust including operational maintenance, energy management and the capital development of all the Trust’s assets, equipment and services.

4. DEPARTMENTAL ORGANISATIONAL CHART (OPERATIONAL SERVICES)

Approx: 95 staff in total



5. MAIN DUTIES AND RESPONSIBILITIES

- A higher level multi skilled 'hands on' maintenance craftsman technician able to take the task specific lead, supervise others on the task, carry out fault finding maintenance tasks, repairs, projects and safe isolations within their specialist skill set.
- Work flexibly to be the craftsman lead on specific higher level maintenance craft tasks or projects. Work with craftsmen and assistants or contract labour. Alternatively at the needs of the service, work as a craftsmen under the Lead of a fellow craft Technician
- Inspect, diagnose and repair faults on complex engineering installations, plant and equipment. Highly skilled in their specialist field, work with minimal supervision.
- Keep the Estates Manager fully up-to-date in respect of operational issues, particularly those that may affect the Trust's activity targets or performance levels
- Assist the Estates Manager to identify, compile maintenance schedules and produce planned programmes of work.
- Attains optimum efficiency and safe operation, of plant and equipment utilising specialist tools and complex metering equipment.
- Plan, schedule isolations, maintenance activities, co-ordinates work of Contractors in carrying out the allocated workload.
- Support Capital projects by carrying out surveys and safe Isolations of building services.
- Produce acceptable standards of maintenance, complying with HTMs, H&S and Quality standards. Achieving value for money, by the efficient, effective planning of finance and manpower. Produce, maintain and update associated records to demonstrate compliance.
- Undertakes the role of authorised, competent, responsible or nominated person as set down in the appropriate regulatory and advisory compliance frameworks. Appropriate training will be provided and updated in line with specific requirements. E.g. HV/LV Electrical, Decontamination, Medical Gas, Ventilation, Water safety.
- To operate within the Estates permit to work systems, as applicable to the role and work activities to be carried out.
- Ensure safe methods of working. Carry out risk assessments and the development of safe systems of work as required for specific works and projects, and issue permits to work.
- Be conversant with the operation of Building Management Systems (BMS) and to undertake training on the Trust's systems as required to be able to carry out the full range of (BMS) duties..
- Assist with the integration of IT into areas of involvement/responsibility.
- Requisition materials or parts, via the appropriate procedures. Talk to suppliers on technical matters to achieve best value for the Trust.
- Ensure that all works carried out comply with the Health and Safety at Work Act and all current legislation and/or guidance. Ensure safe working practices. All safety PPE equipment will be made available and must be used where required.
- Ensure that all accidents, incidents, near misses, damages and irregularities are documented and reported in accordance with Trust policy.

- Encourage and adopt a flexible, responsive customer focused service, which is integrated Trust-wide.
- Carry appropriate communications equipment to enable a rapid response to urgent/emergency situations.
- To communicate effectively with wards and other user departments to ensure standards of service delivery are maintained and the service user is fully informed of any works or isolations affecting their areas of responsibility.
- Collecting, collating and recording statistical information required for the calculation of performance and efficiency of building fabric, equipment and services.
- Undertake work duties at any site across the trust portfolio including current or future premises which may include the requirement to drive estates operational vehicles.
- Participate in an on call rota as required upon familiarisation of the Trusts buildings and systems to ensure that emergencies occurring outside normal hours are attended to appropriately.
- Participate in shift cover during times of sickness absence or annual leave.
- Work outside normal hours and overtime if and when necessary or in emergencies, in order to carry out works which are not possible during normal hours to ensure least disruption to hospital services.
- Undertake self-study as may be required to keep abreast of technical developments which benefit the areas of responsibility. Undertake all mandatory training as identified in the Trust training manual including an annual (PDR) personal development review with set targets and objectives agreed with line manager which may identify further training and development to increase his/her knowledge and capabilities.
- Provide induction, training, technical advice and support to persons under his/her control; this may include new staff and apprentices.
- Assists with surveys, costing and Installation of Minor New Works
- Cover work undertaken by Mechanical, Electrical and Building Charge hands during times of sickness or annual leave or as requested.
- Member of the Fire Alarm response Team

6. FINANCIAL MANAGEMENT RESPONSIBILITIES

- Compliance with the Trust's SO/SFI's responsibility
- To achieve acceptable standards of maintenance and value for money, by efficient and effective planning and use of financial, manpower and contract resources.

7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES

- Ensure that good standards of conduct and discipline are maintained by the Trust's directly employed staff, and contractors.

8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

- Works on Building services stock and equipment.

9. WORKING RELATIONSHIPS (please identify the main personnel with whom the postholder will be required to communicate with and advise internally and externally)

Accountable to:

Site Operational Manager (Campus specific)

Liaises with:

Deputy Site Operational Manager

Estates Labour Manager

Estates Managers

Building Officers and Supervisors

Directly employed Maintenance Chargehands and Craftsmen

Capital Project managers

General Managers

Assistant Directors of Nursing

Contract Staff

University

This job description is not meant to be finite and may be changed after consultation with the post holder subject to the exigencies of the service.

APPENDIX B

SHEFFIELD TEACHING HOSPITALS NHS TRUST – PERSON SPECIFICATION

<p>Department: Estate Management</p> <p>Location: Based at the Northern Campus but may be asked to work on other Trust sites.</p>	<p>Job Title: Maintenance Technician – Mechanical.</p> <p>Grade: AFC 5</p>	<p>Permanent √ F/Term □ Temporary □ Bank □</p>	<p>Weekly Hours:</p> <p style="text-align: center;">37.5</p> <p style="text-align: center;">Nominal</p>
<p>SHORTLIST Criteria relevant to the job</p>	<p>ESSENTIAL Requirements necessary for safe and effective performance in the job</p>	<p>ADDITIONAL/USEFUL Where available, elements that contribute to improved/immediate performance in the job</p>	
<p>QUALIFICATIONS (General education, further and professional)</p>	<ul style="list-style-type: none"> • Knowledge of Estates maintenance procedures (electrical or mechanical) acquired via taught courses and relevant experience to graduate professional level, or equivalent. • ONC / City and Guilds /NVQ3 along with relevant experience demonstrating knowledge at a technician level. • Completion of a recognised trade CITB/EITB apprenticeship in an appropriate craft plus a high degree of versatility and demonstrable experience in a similar technical discipline at NVQ3. 	<ul style="list-style-type: none"> • Competent Person in one or more of the specialist areas of HV/LV, Medical Gas, Ventilation, Decontamination, Water Safety Relevant to the post skill set. • HNC in a relevant Engineering subject 	
<p>EXPERIENCE (Previous/current work or any other relevant experience)</p>	<ul style="list-style-type: none"> • Extensive experience in an industrial or contracting role. • Extensive experience of working in a Building Services Operational environment on the full range of craft duties including maintenance, fault finding and installation. • Experience in complex Engineering Services maintenance with a demonstrable track record of competence and ability to take the lead. 	<ul style="list-style-type: none"> • Experience gained in Healthcare establishment(s) • Experience in the preparation of designs, estimates and project management of maintenance works and small projects. • Supervisory experience • The ability to interpret NHS guidance and statutory requirements into practical maintenance policies. • The ability to interpret the client's requirements into effective solutions. • Knowledge, understanding of Health Technical Memoranda and other guidance as it relates to the Estate Management function. 	

	<ul style="list-style-type: none"> • Experience of taking an active role in Emergency contingency planning procedures for example Standby Generators or other back up systems • Recognised Craft Apprenticeship • Be trained and competent to use workshop equipment • Good knowledge of Health and Safety, Asbestos, COSHH, Confined Spaces, Electrical safety 	<ul style="list-style-type: none"> • Awareness and knowledge of the CDM Regulations • Maintenance, Fault finding, repair, validation and testing across a range of equipment as may be specific to the job for example; Decontamination equipment, Laundry, equipment, Dental Chairs and equipment, HV/LV electrical distribution and back up equipment, Ventilation equipment, Medical Gas.
FURTHER TRAINING	<ul style="list-style-type: none"> • Must be prepared to undertake training as required to achieve the full potential of the position to a minimum at competent person level • Must be willing to undertake training on BMS systems and associated services. 	<ul style="list-style-type: none"> • Up to Authorised Person level.
SPECIAL SKILLS/APTITUDES (Verbal, numerical, mechanical)	<ul style="list-style-type: none"> • Good team player/Team leader • Good communicator with excellent interpersonal skills • Numerate • Computer literate • Commitment to excellent customer service • Planning skills. • Able to plan own work load be flexible and prioritise tasks • Ability to work under pressure. • Adaptable and flexible according to the demands of the service • Understanding of the need to maintain confidentiality • Drive and persistence 	

<p>OTHER FACTORS (e.g. car driver/owner)</p>	<ul style="list-style-type: none"> • Must be passionately and enthusiastically committed to provision of a high quality, responsive maintenance service. • Must be self-motivated and able to work with the minimum of supervision. • Availability outside of normal working hours (if required) • Prepared to provide cover to Chargehands and Shifts as the need arises • Work at any of the Trust Properties 	<ul style="list-style-type: none"> • Full UK driving licence
---	--	---