

Maintenance Department

Job Description

Job title: Multi skilled Maintenance Craftsperson – Higher level - Fitter

Location: East Lancashire Hospitals NHS Trust

Grade: Band 4

Reports to: Mechanical Supervisor

Responsible to: Operational Manager - Estates

Hours of Duty 37.5 hours

Job summary: The post holder will hold the necessary maintenance skills to ensure the safe and continuous operation of mechanical and electrical engineering services and building plant. As an integral member of the Maintenance team should be able to demonstrate leadership skills. This will involve planning, organising activities and working across trade groups and contractors' staff to provide an effective maintenance, repair and installation service, which is responsive to the users needs.

The post holder would be employed on work appropriate to their core tradecraft skill and hold/attain multi skill competence across a range of complex technical engineering and building skill areas within Maintenance.

The post holder should be able to demonstrate assessed competence and be willing to undertake training in order to achieve the above.

Principle duties

- 1 To carry out maintenance work within a safe environment and to a high quality across the full range of Engineering services, plant, equipment, and building fabric which will involve the use of fine hand instrumentation and calibration of equipment.
- 2 Have the ability to interpret technical detailed manuals, undertake complex fault diagnose using cause effect analysis, repair and test complex Trust Engineering installations, plant and equipment and building elements. This includes Environmental Building Management Systems, Lifts, Plumbing, glazing, Steam and LPHW and CW Systems, Ventilation /AC systems, Laundry and Catering Equipment, Fire systems, Gas systems. Assist in commissioning, problem solve new technical services and communicate

- technical knowledge to others, particularly in the safe use of equipment.
- 3 Be conversant with the current edition of the Electrical Safety Code for Low Voltage Systems for Competent Persons.
 - 4 Plan and organise the maintenance work associated with the post holders responsibilities.
 - 5 Work within the Facilities Managements Information System and to adhere to all managerial requirements.
 - 6 Maintain records of work carried out in accordance with working practices.
 - 7 Ensure the security of all plant, equipment and buildings under the jurisdiction of the Maintenance Department.
 - 8 Supervise, communicate and develop Maintenance Support Workers and assess/evaluate the quality of the work.
The post holder shall support the provision of professional supervision, induction training of new starters, Apprentices and other maintenance staff as part of a Personal Development Programme.
 - 9 Carry out building fabric installation improvement works.
 - 10 Drive Trust vehicles to assist in the collection and delivery of maintenance items and service delivery in accordance with the Trust Transport Policy
 - 11 Undertake training where necessary and to learn new techniques across a range of core trade areas.
 - 12 To support, advise and action Policy and Safe Working Procedures.
 - 13 Be an active member of the Hospital Fire and Major Incident Team.
 - 14 Assist in the Statutory Testing Programme to ensure compliance with current legislation.
 - 15 To work in potentially hazardous areas, confined spaces and contaminated equipment taking all safety measures to prevent danger, avoid injury and prevent damage all in accordance with the Trust and Department – Health and Safety Policies and Safe Working Procedures.
 - 16 To report any building, plant and equipment failures and request in writing for the supply of goods or services taking reference to maintenance manuals, manufacturers data etc. The post holder shall assist in the maintenance of stock levels.
 - 17 To liaise with wards and department staff to ensure the requested complex and routine work is specified correctly to meet the user's needs, provided efficiently and completed within the agreed priority response periods.
 - 18 The post holder shall promptly respond to unpredictable incidents and

emergency requests received via Hospital Bleep and or mobile communications.

- 19 To assist in site-based surveys, including the reporting of defects. The post holder shall also assist in ensuring the full utilisation of the Building Management System

Hours of duty:

A 37.5 hours, Monday to Friday 5 day week is worked. It will be the post holder's responsibility to arrange the correct management of any out of hours work and may be required to work overtime.

The post holder may be required to participate in a Maintenance Department on call / emergency cover system following consultation and agreement.

The post holder may be expected to participate in work outside normal working hours by agreement with the Trust Operational Estates Manager

Governance - standards of conduct

1. To fully comply with all Trust Policies including the Maintenance and Estates Health and Safety policy, Safe Systems of Work Operating Procedures., Asbestos Management Policy, Health Technical Memorandums, Prevention of Legionella etc
2. To use, in a proper and safe manner all personal protective equipment and facilities provided. Refrain from the wilful misuse, or interference, with anything provided in the interests of health and safety and any action which might endanger yourself and others.
3. To report when practical, all hazards and defects to your Supervisor/Team Leader.
4. To report when practical all accidents and untoward occurrences, to ensure accident forms are completed and co-operate with the investigation of any accident or untoward occurrence.
5. To conduct duties with regards to the Trust's stated values of ensuring:
 - Patients are individuals and have a right to respect, privacy, dignity and choice.
 - Staff are vital to the Trust's success and it is their contribution which provides high quality, service and reputation.
 - The Maintenance Department service is focused to meet the patients requirements.
 - Achievement in providing value for money through the most effective use of available resources.

Review

The post holder is expected to work flexibly within their pay band and will be expected to carry out activities for which they are competent. Alternatively, they may carry out the additional duties if they are receiving support or training in order

to obtain the recognised level of competence.

The job description is designed to identify principle duties and may change from time to time to reflect the changing needs of the service.

Any review of the Job Description will be undertaken in consultation with the job holder.

East Lancashire Hospitals NHS Trust has a No Smoking/ Tobacco Control Policy

PERSON SPECIFICATION

POST: Multi skilled Maintenance Craftsperson – Higher level – Fitter

PRIVATE	ESSENTIAL	DESIRABLE	ASSESSED BY
PHYSICAL			
	Capable of working in maintenance and on construction sites, climbing scaffolds, heavy lifting, ladders, working in confined spaces etc.		Personal Development Plan, Application Information, References, Interview
ATTAINMENTS	ESSENTIAL	DESIRABLE	ASSESSED BY
Education	<p>Attained a recognised City and Guilds Advanced Craft certified qualification or equivalent plus two years post apprenticeship experience.</p> <p>Or</p> <p>NVQ level 3 maintenance engineering</p> <p>Be willing and able to participate in an ongoing training development programme within NHS Maintenance services</p>	<p>Attained or working towards a recognised BTEC/HNC recognised qualification.</p> <p>Completed and hold a recognised and certified Supervisory /Leadership/Management qualification</p> <p>Relevant accredited NVQ and NHS Technical Qualifications</p>	Annual review , Personal Development Plan, Application Information, Qualification Certificates, References, Interview
Experience	<p>Be able to demonstrate competence in the required range of technical aspects applicable to the post.</p> <p>Demonstrate a minimum of twelve months previous experience in a maintenance craft role within a large site environment having completed a recognised building/engineering apprenticeship.</p> <p>Proven ability to understand detailed procedures ,concentrate and understand technical drawings and diagrams and diagnose technical faults</p>	<p>Be able to demonstrate some continued training across traditional trade groups</p>	Annual review , Personal Development Plan, Application Information, Qualification Certificates, References, Interview
PRIVATE	ESSENTIAL	DESIRABLE	ASSESSED BY
Experience <i>continued</i>	Be able to demonstrate an ability to manage priorities under pressure		Annual review , Personal Development Plan, Application Information, Qualification Certificates, References, Interview

	Be able to problem solve and rectify faults to fit for purpose standards.		
Work Skills	Be able to demonstrate an ability to manage priorities under pressure	Hold a current UK driving licence.	Annual review , Personal Development Plan, Application Information, References, Interview
PERSONAL SKILLS	ESSENTIAL	DESIRABLE	ASSESSED BY
Communication	Clear and accurate written and verbal communication skills. Able to listen effectively	A pleasant manner and an ability to relate to people at all levels within and beyond the Trust.	Personal Development Plan, Application Information, Qualification Certificates, References, Interview
Flexibility	Demonstrate ability to cover in the department and provide reasonable flexibility in terms of hours worked		Annual review , Personal Development Plan, Application Information, References, Interview
	Proven ability to adapt to change		
	Proven ability to work in a team, be supportive of team members		
Learning ability	Proven ability to adapt to new ideas, knowledge and skills.		Annual review , Personal Development Plan, Application Information, Qualification Certificates, References, Interview
	Develop the ability to use own initiative and work under supervision.		
Other skills	Proven ability to keep information confidential	Demonstrable team leading qualities	Annual review , Personal Development Plan, Application Information, References, Interview
		Actively seeks to develop their own knowledge, skills and ability	
		Have external interests outside of the scope of the job	Application Information, References, Interview