



Together



Lancashire Teaching Hospitals

   @LancsHospitals

**LANCASHIRE TEACHING HOSPITAL NHS TRUST
HUMAN RESOURCES DIRECTORATE**

JOB DESCRIPTION

JOB TITLE: Maintenance Shift Fitter

DIRECTORATE: Directorate of Facilities & Services

REPORTS TO: Maintenance Manager

ACCOUNTABLE TO: Senior Estates Officer

KEY RELATIONSHIPS: Engineering Officer (Operational)

DIRECT REPORTS: Maintenance Manager

HOURS: 37.5

LOCATION: Royal Preston Hospital

BAND: 4

NB: The Post holder may be required to work in other departments across the Trust including across Trust sites

DBS (Criminal Record) Check Level required for role:

| Please indicate the level of DBS Check required in this role | Standard | Enhanced without Barred List Checks | Enhanced with Child only Barred List Check | Enhanced with Adult only Barred List Check | Enhanced with Child and Adult Barred List Checks |
|--|----------|-------------------------------------|--|--|--|
| | X | | | | |

KSF Core Dimension Levels for Role

| Communication | Personal & People development | Health, Safety & Security | Service Improvement | Quality | Equality & Diversity |
|---------------|-------------------------------|---------------------------|---------------------|----------|----------------------|
| 2 | 2 | 2 | 2 | 2 | 1 |

Role Summary

The Maintenance Shift Fitters responsibilities consist of carrying out planned preventative maintenance, repairs to engineering plant and equipment as managed by the Estates Department without supervision. Many of the repairs will need to be attended to urgently and some aspects of the work can be hazardous. You will be part of a rotating shift system to ensure responsive and effective repairs to systems affecting the end user.

Your primary duties are to support the Maintenance Managers and are expected to liaise closely with other trade groups, contractors, staff and end users, also service providers and manufactures in order to ensure that the Trust receives the highest standard of service efficiently & effectively. You should be able to demonstrate leadership skills and will be multi skilled in engineering aspects. You shall demonstrate assessed competence, achieved through training and experience, to undertake the role of Multi Skilled Maintenance Craftsperson and must be able to fault find on complex systems using cause effect analysis.

Key Duties and Responsibilities:

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff is expected to act in accordance with the values and behaviours of the Trust

Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.



Building Team Spirit

Working together as one team with shared goals doing what it takes to provide the best possible service.



Taking Personal Responsibility

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

| ROLE DUTIES | MEASURABLE OUTCOMES | Link to Values | | | | |
|--|---|----------------|---|---|---|---|
| | | ♥ | ■ | ● | ▲ | ◆ |
| <ul style="list-style-type: none"> Develop and maintain effective working relationships with managers, colleagues, contractors and trust wide service users. Liaises with contractors, utility suppliers, professional parties and other service users both during normal working hours and out of hours. Provide operational advisory support to Trust staff and managers to ensure compliance with all safety standards and procedures. Advise the Senior Estates Officer and/or Senior Hospital Staff (Duty Manager on call/Directorate Managers) on maintenance issues as required outside of normal office hours. Respond to estates related incidents and liaise with other members of the Trust's staff who request assistance Liaise with Wards and Departments to ensure requested work is specified correctly to meet the users' needs, provided efficiently and completed within the agreed priority response periods. This applies to all work requests including patient critical engineering plant, equipment and building services. | <ul style="list-style-type: none"> Managers' report that post holder actively seeks information to update team members on issues / developments. Team members report that they feel supported and kept up to date with relevant information. Can demonstrate that they recognise appropriateness of information to be disseminated. Wards and departments report that their service needs are met. Feedback from customers is positive. Other maintenance staff and contractors report they feel able to approach the post holder for support and advice. | X | X | X | X | X |

Excellent care with compassion

| | | | | | |
|--|--|--|---|---|---|
| <ul style="list-style-type: none"> • Advises the Maintenance Manager / Engineering Estates Officer (Operational) regarding plant or equipment failure and to request in writing the supply of goods and/or services with reference to manufacturer's manuals etc. Maintain stock levels for spares and equipment | | | | | |
| <ul style="list-style-type: none"> • Carry out planned preventative maintenance inspections and testing to ensure compliance in line with Trust procedure and statutory requirements. • Refer to and understand Engineering/Technical drawings, specifications and technical manuals. • Assist in commissioning of mechanical services, plant and equipment. • Use and be competent in the use of all relevant tools and equipment within safety guidelines as necessary for the completion of works. | <ul style="list-style-type: none"> • All PPM's are completed within the required time frames. • Keeps 100% of log books up to date • Produces up to date | | | X | X |
| <ul style="list-style-type: none"> • Undertakes work activities consistent with current legislation, guidance notes and policies and procedures specific to Mechanical engineering services. | <ul style="list-style-type: none"> • Successfully completes all training (internal and external) provided by the Trust/Department. | | | | X |
| <ul style="list-style-type: none"> • Understand the workings of mechanical and plumbing systems within all Trust properties. Test, diagnose and repair faults on these systems, and to deal with new situations as they arise. To pass on knowledge to others. | <ul style="list-style-type: none"> • Managers are kept up-dated on work programs and schedules. • Actively seeks information from relevant sources i.e. managers, manuals etc. | | X | | X |
| <ul style="list-style-type: none"> • Carry out maintenance of complex systems including Steam raising plant (Boilers), condensate & distribution pipework, Heating and DHW systems, pressurised systems, water systems, ventilation & air conditioning systems, building management systems, catering equipment, heat exchangers, plant and equipment contained within the mortuary and theatres and other hospital fixed plant and equipment | <ul style="list-style-type: none"> • All PPM's are completed within the required time frames. | | | X | X |
| <ul style="list-style-type: none"> • Carry out planned preventative maintenance of hydraulic & pneumatic systems, piped medical gases, vacuum systems and associated plant | <ul style="list-style-type: none"> • Medical gas permits and record logs completed appropriately. | | X | | X |
| <ul style="list-style-type: none"> • Carry out Estates surveys, including monitoring of electrical and mechanical systems to include ventilation, heat raising plant, DHW systems to ensure compliance with required regulations and guidance | <ul style="list-style-type: none"> • Reports produced. | | | | X |
| <ul style="list-style-type: none"> • Be prepared to work in hazardous areas, confined spaces and on contaminated equipment taking all safety measures to prevent danger, avoid injury and prevent damage to equipment in accordance with Trust policy and safe working procedures. Ensure that Risk Assessments and the use of operational procedures are actioned and observed by all maintenance staff. • Through the use of Risk Assessments and Maintenance records ensure that all maintenance and minor works comply fully with statutory and other regulations. | <ul style="list-style-type: none"> • Can demonstrate that they have completed and passed specific/relevant Health & Safety training relating to these areas. • All risk assessments, actions plans and method statements are completed within departmental timeframes. | | X | X | X |
| <ul style="list-style-type: none"> • Be fully conversant with all Trust policies and procedures including:- Fire | <ul style="list-style-type: none"> • Can evidence that they read and understand | | | | X |

| | | | | | | |
|---|--|---|---|---|---|---|
| Safety, Infection Control, Health & Safety at Work Act, COSHH Regulations and Manual Handling guidance and safe systems of work | relevant Trust policies, procedures. | | | | | |
| <ul style="list-style-type: none"> Identify and prioritise own work load and that of others when appropriate and actively participate in the operation of the performance management information system, including the completion of all paper work required by the scheme in a timely manner. | <ul style="list-style-type: none"> Departments report they feel supported and that Effectively identifies and prioritises own work load and complies with the priorities identified on work job tickets. All paper work completed in a timely manner. | X | X | X | | X |
| <ul style="list-style-type: none"> Carry out planned preventative maintenance inspections and commissioning tests in accordance with Trust procedures and schedules | <ul style="list-style-type: none"> All PPM's are completed within the required time frames. | | | | X | X |
| <ul style="list-style-type: none"> Ensure the security of all plant, equipment and buildings under the jurisdiction of the Maintenance Department. Make sure that any work areas are secure when working. Ensure that plant rooms are locked at all times | <ul style="list-style-type: none"> No instances of unauthorised access, theft and vandalism. | | | | | X |
| <ul style="list-style-type: none"> . Ensure that adequate shift cover is maintained during periods of annual leave and other staff absences | <ul style="list-style-type: none"> Continuity of service is maintained at all times. | | | X | X | X |
| <ul style="list-style-type: none"> Assist with, and support the Trusts Engineering Officers in project work, new equipment testing and commissioning, specifications, surveys, costing and other similar duties. Undertake inspections for pre-installations and investigate services which may be required for new equipment and carry out minor installation improvement works | <ul style="list-style-type: none"> All inspections are completed in a timely manner, any surveys required are carried out as and when necessary. Testing and commissioning of equipment is undertaken to required standards. | | | X | | X |
| <ul style="list-style-type: none"> Keep plans, electronic and hard copy records, spread sheet statistical data and ensure such records etc. are correct, updated and revised as necessary. | <ul style="list-style-type: none"> 100% of records, both electronically and paper based, are kept up to date. | | | | | X |
| <ul style="list-style-type: none"> Reports all incidents using the DATIX system involving incidents, accidents and near misses related to own area of responsibility. | <ul style="list-style-type: none"> DATIX reports as completed, when required, within departmental timescales. | X | | | | X |
| <ul style="list-style-type: none"> Required to drive appropriate Trust vehicles for transporting personnel or equipment. | <ul style="list-style-type: none"> All vehicles are driven safely and driving licence is maintained. | | | | X | |

| Occupational hazards or exposures relevant to this job (please tick) | | | |
|--|-------------------------------------|---|-------------------------------------|
| Physical | | | |
| Patient moving & handling | <input type="checkbox"/> | Regular DSE work | <input type="checkbox"/> |
| Regular equipment / material moving & handling > 10kg | <input checked="" type="checkbox"/> | Climbing ladders and / or working at height | <input checked="" type="checkbox"/> |
| Noise (LEP,d > 80) | <input checked="" type="checkbox"/> | Hand Arm Vibration | <input type="checkbox"/> |
| Hot or cold conditions | <input checked="" type="checkbox"/> | Exposure to Ionising Radiations | <input type="checkbox"/> |
| Entry into confined spaces | <input checked="" type="checkbox"/> | Other potential ergonomic problems | <input type="checkbox"/> |
| Driving on Trust business | <input checked="" type="checkbox"/> | Vocational driving (C1,D1, LGV, PCV) | <input type="checkbox"/> |
| Chemical | | | |
| Exposure to known respiratory irritants or sensitizers | <input checked="" type="checkbox"/> | Exposure to known skin irritants or sensitizers (including latex) | <input checked="" type="checkbox"/> |
| Exposure to asbestos (non-licensed work) | <input checked="" type="checkbox"/> | Exposure to any other chemicals | <input checked="" type="checkbox"/> |
| Biological | | | |
| Exposure-prone procedures | <input type="checkbox"/> | Laboratory exposure to pathogens | <input type="checkbox"/> |
| Other | | | |
| Night work | <input type="checkbox"/> | On-call duties/ lone working | <input checked="" type="checkbox"/> |

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity

- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Shift Maintenance Fitter

Band: 4

DIRECTORATE / DIVISION: Facilities & Services

| ATTRIBUTE | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|---------------------------------------|---|--|---------------------------------|
| Qualifications & Education | <ul style="list-style-type: none"> • Attained a recognised advanced craft certified qualification (e.g. city and guilds qualification or NVQ level 3) • Relevant credited technical qualification | <ul style="list-style-type: none"> • Attained or working towards a technical qualification in a specialist area | Application form/Interview/Test |
| Knowledge & Experience | <ul style="list-style-type: none"> • Be able to demonstrate competence in the required range of technical aspects applicable to the post • Completed a recognised engineering apprenticeship • Proven ability to understand and comply with detailed procedures | <ul style="list-style-type: none"> • Previous experience of working in the NHS or large complex building service installations (non-domestic) | Application form/interview/test |
| Skills & Abilities | <ul style="list-style-type: none"> • Ability to undertake a wide range of engineering tasks • Ability to maintain accurate records • Good organisational and prioritisation skills • Clear and accurate written and verbal communication skills • Able to listen and give instructions effectively • An ability to relate to people at all levels within and beyond the Trust | | Application form/interview/test |

| | | | |
|--------------------------------|--|--|----------------------------|
| | <ul style="list-style-type: none"> • Ability to use own initiative or work under supervision • Be able to work in areas where patients are deemed to be at risk to themselves or others • Ability to understand technical drawings and diagrams and diagnose technical faults | | |
| Values & Behaviours | <ul style="list-style-type: none"> • Ability to work flexibly dependant on the needs of the service and to provide cover in other departments | | Application Form/Interview |