

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

1. Job Details

Job Title:	Maintenance Craftsperson (Joinery)
Pay Band:	4
Directorate:	Estates
Ward/Department Base:	Estates/Building
Hospital Site:	Trust-Wide

Essential Requirements

- Recognised Joinery Apprenticeship.
- City & Guilds qualification/NVQ level 3 or equivalent post apprenticeship experience.
- Comprehensive post apprenticeship experience, preferably in an NHS/hospital maintenance environment.
- An understanding of key Health and Safety and Fire Safety Legislation relevant to the role.
- Able to make workload assessments and allocation.
- Ability to evaluate and solve problems in situ.
- Ability to communicate verbally by phone and in writing to Senior Management and Clinical users throughout the Trust.
- PC and IT literate.
- Ability to set up, use and work with specialist tools and equipment (inc. woodworking machinery and power tools) in accordance with HASWA, PUWER and Control of Noise Regulations etc. Works will include specialist Joinery and fabrication working with a wide range of materials which include rough sawn timber (softwood & hardwood) and sheet materials.
- Self-motivated, good communicator and good team worker.

Desirable Requirements

- Post-Apprenticeship experience within complex building services
- Experience of working in an Acute Hospital environment.
- Minimum ONC/BTech qualification (or equivalent experience).
- Knowledge of Health Technical Memoranda and Health Building Note Guidance Documents
- Recognised qualification/training for the installation and maintenance of fire doors and/or installation of Fire Stopping (Q-Mark, FDIS, FIRAS etc or equivalent)
- Current driving licence.

2. Job Purpose

- To undertake planned preventative and reactive building maintenance duties, minor and major refurbishment works and manufacturing as required across all

Trust properties and other areas of responsibility. Works to include:

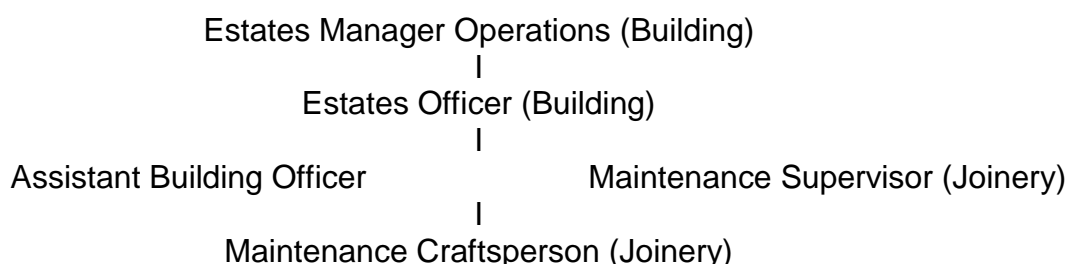
- Statutory inspection, maintenance and repair of fire resisting door sets and upgrade when necessary.
 - Design, manufacture and installation of bespoke furniture and equipment.
 - Maintenance and repair of fixtures, fittings and equipment.
 - Locksmith duties eg. Installation and repair/reconditioning of door locks and furniture (inc. specialist hardware such as digital locks, control drugs locks etc), controlled access and key cutting.
 - Window repairs including replacement glazing
 - Interpretation of technical drawings, measuring and setting out on site.
 - Installation of partition walls, ceilings and decorative mouldings which includes installation of approved fire stopping details where appropriate.
- Undertake condition surveys and communicate findings and recommendations.
 - Completion and processing of mandatory documentation associated with specific work tasks i.e. Fire Door and Window PPMs, Condition Surveys etc ensuring integration with the Directorate's chosen Computer Aided Facilities Management System (CAFM).
 - Remain aware of the direct affect and impact upon:
 - The environment,
 - Safety and comfort of patients, staff and members of the public.
 - Respond pro-actively as required.
 - Involvement with processing documentation associated with Estates IT admin requirement

3. Organisational Arrangements

Reports to: Maintenance Supervisor

Accountable to: Deputy Director of Estates

Responsible For: Apprentice (When Applicable)



Knowledge, Training and Experience

- See essential requirements
- Trust Induction & Departmental Induction:
 - Trust & Departmental procedures.
 - Technical training in Fire, Ladders.
 - Attend update training
 - Regulation compliance:
 - Health and Safety Regulations including:
 - Legionella and Infection Control measures
 - Operation of technical machinery
 - COSHH
 - Manual Handling
- Recognised Joinery Apprenticeship.

Skills

Communication and Relationships

- The post holder will communicate effectively in writing, orally and electronically.
- The post holder must be able to receive and communicate technical and non-technical information with a range of colleagues and personnel in the Trust. These will include:
 - Senior Managers
 - Clinical staff
 - Other Estates staff
 - Departmental staff
 - Contractors
- The post holder will use IT systems to generate, receive and communicate a range of technical and non-technical information, e.g. creating job dockets, works orders, and technical reports ensuring integration with Estates chosen CAFM system.
- Liaise with staff and patients in order to minimise patient disruption as part of essential works.
- Understand and fully support the inter-relationship between the various maintenance crafts/trades.
- Be able to frequently concentrate on planned tasks and inspections as well as interruptions for dealing with emergencies.

Analytical and Judgemental

- The post holder must be able to diagnose problems safely and make the appropriate decisions in order to carry out repairs, maintenance work.
- The post holder will diagnose problems:
 - Make the appropriate decisions in order to organise repairs/maintenance tasks and or refurbishment.
 - The decision-making process may require choosing from a range of options.

Planning and Organisational

- Plan and prioritise own work on a daily basis
- Complete all mandatory documentation as necessary following planned maintenance activities.

- The post holder is responsible for data quality and complying with various policies procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
- Adopt a flexible approach and change the plan of work to respond to the clinical environment, urgent and emergency calls.

Physical Dexterity

- Use of a wide range of specialist tools, machinery and equipment, some of which are specific to the joinery trade, requiring hand-to-eye coordination to finite tolerances.
- Basic keyboard skills.

Key Result Areas

Patient and Client Care

- Ensure the risk of infection to yourself, colleagues, patients, relatives and visitors is minimised by:
 - being familiar with, and adhering to Trust policies and guidance on infection prevention and control
 - attending Trust Induction Programme(s) and statutory education programmes in infection prevention and control
 - including infection prevention and control as an integral part of your continuous personal/professional development
 - taking personal responsibility so far as is reasonably practicable, in helping ensure that effective prevention and control of health care acquired infections is embedded into everyday practice and applied consistently by you and your colleagues
- Incidental contact with patients during visits to wards and departments ensure:
 - Minimise disruption to the delivery of patient care when planning activity in wards and departments.
 - Demonstrate awareness of the staff and patients' environment e.g. if the work creates noise, dust or dirt.
 - Respects Patient's dignity and privacy, ensuring that the highest level of care and comfort is never compromised.
 - Ensure areas screened-off as required.
 - Give information and advice to clinical staff in relation to planned activity
 - Ensure risk assessment is carried out.

Policy and Safety Development Implementation

- Comply with Trust policies.
- Comply with departmental policies in own work area, e.g. operating machinery, confined spaces and Risk Assessments
- Comment on or make proposals regarding the development of interdepartmental policy.

Financial and Physical Resources

- Exercise personal duty of care in the use of expensive equipment provide at Trust expense.

- Minimise financial loss via efficient repair and maintenance.

Human Resources

- Conform to Trust Policies, Procedures and Guidelines.
- Complies with Trust Health and Safety Policies.
- Promote Equality and Diversity rights.
- Comply with Dignity and Respect at Work Policy.

Management

- Supervise assistants and apprentices and contractors when required including sequencing of work when required. including the checking and evaluation of works carried out.
- Using their experience, train and instruct new employees as part of their induction programme and pass on knowledge to others on the above features and other aspects of their work. Including providing training and knowledge to groups when required.

Education

- Will be expected to facilitate the development of other staff, new into post acting as mentor/trainer
- Involved with on-the-job technical Apprentice and Maintenance Assistant training.

Leadership

- Act as a role model to others

Information Resources

- Required to make full use of computerised systems, processing information in relation to work activities on a daily basis and updating that information as required.

Research and Development

- Take part in staff satisfaction and or quality audit when required
- The post holder occasionally undertakes audits on working methods.

Freedom to Act

- The post holder works usually within pre-defined parameters and procedures.
- Use initiative and ensures that work is undertaken in a timely and appropriate fashion.
- Decisions may be made which can affect patient welfare, and can also have an effect on the organisation as a whole.

Effort and Environment

Physical Effort

- There is an ongoing requirement for moderate physical effort with an occasional requirement for intense physical effort in short bursts.

Mental Effort

- Concentration is required:
 - While operating machinery
 - Awareness of the immediate environment
 - Testing, fault-finding and trouble-shooting.
- The post holder frequently has to deal with interruptions to work:
 - Urgent and emergency jobs.

Emotional Effort

- Exposure to distressing circumstances is rare.

Working Conditions

- The post holder's normal duties will include working throughout a large hospital site in plant rooms, ducts and service outlets.
- Working in hot temperatures, confined spaces, at height.
- There will be a need for working in abnormal conditions.
 - Unpleasant, and sometimes hazardous.
 - Noise levels
 - Extremes of temperatures
 - Chemicals, fumes, adhesives and smells.

Signed:
(Post holder)

Date:

Signed:
(Directorate Manager or equivalent)

Date:

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Person Specification

JOB TITLE: Maintenance Craftsperson (Joinery)

BAND: 4

DIRECTORATE: Estates

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
Qualifications & Education	<ul style="list-style-type: none"> Recognised Joinery Apprenticeship. City & Guilds qualification/NVQ level 3 or equivalent post apprenticeship experience 	<ul style="list-style-type: none"> Minimum ONC/BTech qualification (or equivalent experience). Recognised qualification/training for the installation and maintenance of fire doors and/or installation of Fire Stopping (Q-Mark, FDIS, FIRAS etc. or equivalent) Current driving licence. 	
Knowledge & Experience	<ul style="list-style-type: none"> Comprehensive post apprenticeship experience, preferably in an NHS/hospital maintenance environment. An understanding of key Health and Safety and Fire Safety Legislation relevant to the role. 	<ul style="list-style-type: none"> Post-Apprenticeship experience within complex building services Experience of working in an Acute Hospital environment. Knowledge of Health Technical Memoranda and Health Building Note Guidance Documents 	
Skills & Abilities	<ul style="list-style-type: none"> Able to make workload assessments and allocation. Ability to evaluate and solve problems in situ. Ability to communicate verbally by phone and in writing to Senior Management and Clinical users throughout the Trust. PC and IT literate. Ability to set up, use and work with specialist tools and equipment (inc. woodworking machinery and power tools) in accordance with HASWA, PUWER and Control of Noise Regulations etc. Works will include specialist Joinery and fabrication working with a wide range of materials which include rough sawn timber (softwood & hardwood) and sheet materials. 		
Values / Behavioural / Attitudes	<ul style="list-style-type: none"> Self-motivated, good communicator and good team worker. 		
Core Behaviours	<ul style="list-style-type: none"> Alignment to Trust Values and Core Behaviours 		

CANDIDATE:

REFERENCE NO:

SIGNED BY:

DATE:

DESIGNATION: