

## JOB DESCRIPTION

1. **POST TITLE:** Maintenance Technician (Electrical)
2. **BASE:** Royal Shrewsbury Hospital/Princess Royal Hospital
3. **GRADE:** Band 5
4. **DEPARTMENT:** Estates
5. **MANAGER RESPONSIBLE TO:** Assistant Estates Operations Manager

### 6. **POST/PURPOSE/SUMMARY:**

A fully skilled and experienced maintenance craftsman, able to work as directed with the minimum of supervision. Whilst the primary task is to undertake electrical engineering works, the job holder is expected to have a flexible approach and be prepared to turn their hand to a number of building maintenance tasks associated with other disciplines.

Will be required to perform work including activities which are complex and/or non-routine. Responsible for calibrating and fault finding on a wide range of engineering plant and equipment (electrical distribution boards and associated circuits, lighting, fire detection, building management and automation systems, standby electrical generators, HVAC plant, security access control, CCTV and Nurse Call systems) installed within Trust premises.

The post-holder will carry out multi-skilled work on mechanical engineering systems, and doors, windows and locks, in Trust premises, but within established competence to meet the service needs.

To support and deputise for the Assistant Estates Operations Managers on a short-term basis when required e.g. for periods of annual leave and training.

Assist with the smooth running of the maintenance team and Department.

***Due to the On-call requirement of the post, you must be able to respond to emergency calls within 45 minutes of leaving home and arriving at the base hospital.***

### 7. **ORGANISATIONAL POSITION:**

See attached part organisation chart in Appendix 1.

### 8. **SCOPE AND RANGE:**

- The Electrically biased Craftsman will be capable of carrying out electrical work covering a wide and diverse range of equipment and plant. Covering all hospital buildings, services and equipment covered by the Estates/Trust policies.
- The Electrically biased Craftsman requires minimal supervision and is able to work on their own or as part of a team.

- The Electrically biased Craftsperson will be skilled in all aspects of Electrical Engineering throughout the Hospital and perform multi-skilled tasks which are complex and/or non-routine. Responsible for calibration and fault finding on a wide range of engineering plant and equipment, including power distribution and lighting systems, HVAC plant, fire detection and alarm systems, switchgear and nurse call systems.
- Perform a wide range of work of other trades and be sufficiently skilled in the undertaking of multiple tasks required in the maintenance of healthcare buildings.
- Also undertaking maintenance on major/minor repairs, improvement and capital work as directed by management, ensuring compliance with Trust Safety Standards and Procedures.

## **9. MAIN DUTIES OF THE POST:**

- The Electrically biased Craftsperson will be capable of carrying out electrical work covering a wide and diverse range of equipment and plant and will also work in accordance with the requirements of all Health Technical Memorandum (HTM's).
- This demands a comprehensive knowledge and high degree of skill to maintain, test, diagnose and rectify faults within the Hospital building services and equipment.
- The post holder will maintain, repair and install equipment which includes lighting and power services, HVAC systems, portable appliances, pumps, fire alarm and nurse call systems and some complex specialist equipment including sterilizers and autoclaves.
- To act as Competent person for Health Technical Memorandum (HTM's) disciplines as designated.
- To plan and manage day to day work and co-ordinate with Contractors and other staff members to make arrangements for work to be carried out.
- To design, manufacture, assemble and install new work.
- To carry out tasks effectively and efficiently to a high standard and instruct others on aspects of the trade.
- To work with and assist other Trades.
- The craftsperson will actively participate in the operation of engineering Planned Preventive Maintenance (PPM) systems.
- The Electrically biased Craftsperson will be part of the Estates On-Call system responding to out of hours emergency calls from the On-Call Estates Manager and taking appropriate action to make safe or repair, communicating and advising those affected, i.e. staff, patients and visitors etc.
- The Electrically biased Craftsperson will be required to carry a Trust communication device as and when operational needs require, responding to urgent requests from their Line Manager during their working shift.
- The Electrically biased Craftsperson will respond to fire calls and assist as directed on site.

## **10. SYSTEMS AND EQUIPMENT:**

- The Electrically biased Craftsperson will be able to work from technical drawings, circuit diagrams, manufacturers detail and operational manuals.
- Have the ability to manufacture, assemble, erect and install new work, and carry out maintenance and repair with the relevant tools and equipment and be competent in the use of hand tools.
- Must conform to Estates and Hospital policies, including national and local legislation.
- Operate computer systems to interpret and diagnose information to carry out repairs e.g. accessing the Building Management System and CAFM system, such as Micad.

#### **11. DECISIONS, JUDGEMENTS AND FREEDOM TO ACT:**

- Responsible for prioritising and managing daily allocated work.
- In general statutory/mandatory or Trust policy will govern the work processes.
- The Electrically biased Craftsperson will be able to carry out duties independently without supervision guided by standard operating procedures and Operation and Maintenance (O&M) manuals.
- The Electrically biased Craftsperson prioritises work, diagnoses problems and establishes the best solution for the problem.
- Comments on policies relating to the Department and undertakes surveys/audits as necessary to his own work.

#### **12. COMMUNICATION AND RELATIONSHIPS**

- The Electrically biased Craftsperson will have a contact with colleagues, contractors, patients, visitors and relative and hospital staff whilst carrying out his duties within the Trust.
- Able to communicate clearly and effectively with the above.

#### **13. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE POST:**

- Required to cope with the demands of a busy Estates Department both mentally and physically.
- Frequent requirement to exert intense physical effort for several long periods.
- Frequent requirement for concentration whilst using machinery, power tools, hand tools and whilst problem solving.
- Occasional exposure to emotional and distressing circumstances, i.e. terminally ill patients, and areas of sensitivity including Maternity, Gynaecology, Urology. Pathology and Mortuary.
- Frequently engaged in heavy repairs and movement of equipment, frequently lifting, pulling and pushing of extremely heavy equipment e.g. boilers, calorifiers, motors, pumps and pipework.
- Necessity for highly developed physical skills with a high level of hand eye co-ordination

and accuracy, including setting pumps, seals, bearings, pneumatic seal controls and pipework installation levels.

#### **14. TRAINING:**

- Undertakes all appropriate training including Trust mandatory training. Delivers any update training on specialist areas of expertise to Estates staff.
- Manages on a daily basis apprentices employed under the engineering apprenticeship programme, to ensure the apprentices meet their technical and development objectives, and assists with the planning of the training programmes for apprentices.

#### **15. GENERAL POLICIES, PROCEDURES AND PRACTICES**

- To comply with all the Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

#### **16. WORKING CONDITIONS**

- Must be willing to accept flexibility in working hours to meet the needs of the service. This may involve (for those not routinely working shifts) occasional shift cover or emergency cover. Overtime may be required to be worked to meet the needs of the service at the discretion of the management.
- May be required to enter confined spaces e.g. air conditioning plant for access to motors and controls, services in ceiling voids and below floors, drains including manholes, also to work at height and on scaffolding after appropriate training.
- May be subject to excessive heat, dust, noxious fumes, and noise e.g. relating to Boiler house work, Plant rooms, Autoclaves and Underground Service Ducts.
- Required to handle hazardous chemicals using appropriate PPE e.g. Calcium Hypochlorite and Sodium Bisulphate, plus Steam Boiler water chemicals.
- Occasional exposure to body fluids e.g. blood, bedpan macerator contents and foul sewage.
- Occasional exposure to unpleasant conditions working outside in inclement weather.

#### **17. HEALTH & SAFETY**

As an employee of the Trust you have a responsibility to:

- Take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- Co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

#### **18. INFECTION PREVENTION AND CONTROL**

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- Challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## 19. INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## 20. PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust you have a responsibility to:

- Participate in statutory and mandatory training as appropriate for the post; and

- Maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- Take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- Participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## **21. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
  - You are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **22. SOCIAL RESPONSIBILITY**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **23. CONTINUOUS IMPROVEMENT**

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and the staff experience, supporting the Trust to deliver its Operational strategy.

## 24. JOB DESCRIPTION AGREEMENT

<b>Manager</b>	<b>Post holder</b>
Name	Name
Signature	Signature
Date	Date

This job description is not intended to be a complete list of duties to be undertaken. It is for guidance only and will be reviewed with the post holder and amended where necessary from time to time.

## Appendix 1 – SaTH Estates Part Organisation Chart

