

**JOB TITLE:** Mechanically biased Multi-skilled Technician (On Call)  
**BASE:** The Princess Royal Hospital, Apley Castle, Telford, TF1 6TF  
**DEPARTMENT:** Estates  
**GRADE:** Band 5  
**MANAGER**  
**RESPONSIBLE TO:** Assistant Estates Manager

### 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 mechanical 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 demands on other disciplines.

To undertake duties in respect of the maintenance of heating, plumbing systems and other mechanical services and equipment in Trust premises.

To carry out multi skill tasks, on, electrical distribution circuits, lighting, fire alarms, and doors windows, and locks, in Trust premises. But within established competence to meet the service needs.

To support and deputise for the assistant managers short term when required i.e. annual leave, training. To assist in 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.***

### SCOPE AND RANGE:

- The Mechanically biased Craftsman will be capable of carrying out mechanical 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 Mechanically biased Craftsman requires minimal supervision working on their own or in a team.
- The Mechanically biased Craftsman will be multi-skilled, in all aspects of Mechanical Engineering throughout the Hospital and performs 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 (Low pressure hot water systems, steam raising plant and associated equipment, steam sterilisers and hot and cold water systems).
- Perform a wide range of work of other trades and be sufficiently skilled in the undertaking of multiple skills required in the maintenance of buildings

- Also undertaking maintenance on major/minor repairs, improvement and capital work as directed by management, ensuring compliance with Trust Safety Standards and Procedures.

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

- The Mechanically biased Craftsperson will be capable of carrying out mechanical work covering a wide and diverse range of equipment and plant, 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 equipment will include installation and maintenance of hot and cold water services, heating systems, boiler plant (small and large steam plant including condensate pipework) domestic and mechanical equipment, pumps, duct work, air conditioning beds and some complex specialist equipment including sterilizers, vacuum 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 arrange 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 others Trades.
- The craftsperson will actively participate in the operation of engineering planned maintenance systems.
- The Mechanically biased Craftsperson will join the On-Call system responding to out of hours emergency calls from the On-Call Engineer to take appropriate action to make safe or repair, communicating and advising those affected, i.e. staff, patients and visitors etc.
- The Mechanically 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 Mechanically biased Craftsperson will respond to fire calls and assist as directed on site.

## **SYSTEMS AND EQUIPMENT:**

- The Mechanically 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, (i.e. Building Management System)

## **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 procedure.
- The Mechanically biased Craftsperson will be able to carry out duties independently without supervision guided by standard operating procedures and operational manuals.
- The Mechanically 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.

## **COMMUNICATION AND RELATIONSHIPS**

- The Mechanically 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.

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

- Required to cope with the demands of a busy maintenance 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, i.e. boilers, clarifiers, 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.

### **TRAINING:**

- Undertake all appropriate training including Trust mandatory training. Deliver any update training on specialist areas of expertise to Estates staff.
- To manage daily apprentices employed under the engineering apprenticeship programme, to ensure the apprentices meet the technical and development objectives. To assist in planning the training programme for apprentices.

### **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.

### **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.
- Confined spaces, i.e., air conditioning plant for access to motors and controls, services in ceiling voids and below floors, drains including manholes, also at heights and scaffolding after appropriate training.
- Excessive heat, dust, noxious fumes, noise, i.e., Boiler housework, Plant rooms, Autoclaves and Underground Service Ducts.
- Frequent handling of hazardous pool dosing chemicals, i.e., Calcium Hypochlorite and Sodium Bisulphate and Steam Boiler water chemicals.
- Frequent exposure to body fluids (blood, bedpan macerators & foul sewage)
- Occasional exposure to unpleasant conditions working outside in inclement weather.

## 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.

## 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).

## 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.

## **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.

## **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.

## **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.

## CONTINUOUS IMPROVEMENT

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

This job description represents a summary of the main responsibilities of the post and is not an exhaustive list of duties to be undertaken. The duties may be redefined following discussion with the Line Manager.

Manager	Post holder
Signature	Signature
Date	Date