JOB DESCRIPTION

JOB TITLE: Mechanically biased multi skilled Technician (On Call)

BASE: Royal Shrewsbury Hospital, Mytton Oak Road, Shrewsbury, SY3 8XQ

DEPARTMENT: Estates

GRADE: Band 5

MANAGER RESPONSIBLE TO: Assistant Estates Manager

POST/PURPOSE/SUMMARY:

A fully skilled and experienced maintenance craftsperson, 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 30 minutes of leaving home and arriving at the base hospital.*

SCOPE AND RANGE:

- The Mechanically biased Craftsperson 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 Craftsperson requires minimal supervision working on their own or in a team.

- The Mechanically biased Craftsperson 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, 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.

**HEALTH & SAFETY:**

- To take care to prevent injury to themselves or others who may be affected by their acts or omissions.
- To co-operate fully with the Trust policies and procedures with regard to health & safety and risk management
- To report to their supervisor/manager any shortcomings in health and safety procedures and practice.
- To report any accidents, dangerous incidents or near misses to their supervisor/manager and safety representative as early as possible and to complete the relevant forms.
- To use correct PPE and equipment where required.
TRAINING:

- Undertake all appropriate training including Trust mandatory training. Deliver any update training on specialist areas of expertise to Estates staff.

- To manage on a daily basis 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 house work, 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.

INFECTION CONTROL

The successful applicant must have read and be conversant with relevant Health & Safety at Work and Management of Health and Safety at Work legislation.

The prevention and management of acquired infection is a key priority for the Trust. The post holder is required to ensure, as an employee, that his / her work methods are compliant with the Trust’s agreed policies and procedures and do not endanger other people or themselves:

- All staff must be aware of infection prevention and control policies, practices and guidelines appropriate for their duties and must follow these at all times to maintain a safe environment for patients, visitors and staff;

- All staff must 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;

- Any breach of infection control policies is a serious matter which may result in disciplinary action;

- All staff have a responsibility to 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.
- 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.