



JOB DESCRIPTION

JOB TITLE: Shift Building Services Technician

BAND: Unbanded

LOCATION: Kings College PFI Hospital

HOURS OF DUTY: 42 Hours per week

MANAGERIALLY

ACCOUNTABLE TO: Estates Supervisors

PROFESSIONALLY

ACCOUNTABLE TO: Estates Supervisors

KEY RELATIONSHIPS: SPV, Estates Manager, Estates Supervisors, Blueprint Administrator, Finance Administrator, Document Controller, Trust Monitoring Staff.

ROLE SUMMARY

To undertake the operation and maintenance of all plant & building services installed within the Golden Jubilee Wing, within the broad range of technical disciplines and in accordance with the PPM schedules and task sheets.

To attend to all calls and reactive requests for assistance in a timely, diligent and efficient manner, so as to best protect the Client's assets.

To maintain full & accurate reporting of all tasks attended, including time, any additional work required, details of materials used or any specialist attendance required.

Key Responsibilities:

- The day-to-day planned maintenance and operation of all plant and services including the monitoring and control of site conditions utilising the BMS.
- To liaise and co-operate with specialist sub-contractors and other visiting disciplines to ensure the continuing efficient operation of the building & plant, minimising any disruption or down time to the occupants.
- To comply at all times with the Company's Quality Assurance and Health and Safety Procedures and to ensure that all work is undertaken in accordance with Industry best practices & statute so as to best protect the Clients assets or business.
- To assist Management with the operation and implementation of Permit to Work systems and to report any instance of non conformance with these Safe Systems of work. Raise any concern with a Supervisor or the Estates Manager as arising.

- To ensure that all areas in which work is undertaken are kept in a clean and tidy condition, and that all waste is removed & segregated for disposal in accordance with standing environmental procedures.
- To undertake any small works or alterations within your specific skill set as required by the Estates Manager. Including the assembly, installation and commissioning of new installations, without detriment to PPM & Reactive Shift duties.
- To provide a timely and efficient reactive response to emergency situations and to accurately diagnose faults and carry out the necessary remedial action to ensure optimum availability of plant & services.
- To be proactive and be capable of anticipating potential faults or problems which may occur within the full range of building services, and to report to the Estates Supervisor for the necessary corrective action where necessary.
- To be able to prioritise tasks and to seek advice and support as appropriate.
- Understand the overall operation & strategy of the building services, including mechanical, electrical, fire protection & Building Control systems within the Golden Jubilee Wing. Able to carry out the necessary system checks & accurately record plant status & issues arising by means of the Shift Log.
- To be fully proficient to carry out Planned Preventative Maintenance, including testing & diagnosis of all plant and Building Services as necessary.
- To be familiar with Emergency & Escalation Procedures and to implement as necessary.
- Use all relevant tools and equipment safely and report any defects to equipment issued.
- Undertake the duties of lower grade staff on an ad hoc basis as required & to instruct others on all aspects of the role as necessary.
- Maintain current trade knowledge in accordance with published Codes of Practice & guidance and embrace any training provided by the company to enhance professional skills, innovation, & safety procedures.
- Participate in 12 hour rotating shift pattern, including working public holidays as rostered, and covering holidays/sickness of other shifts in liaison with the Estates Supervisor and to be available where possible for out of normal working hours attendance's as directed by the Contract Manager.
- Participate in employee Engagement activities, Appraisals & Performance Reviews including the identification of training and development needs within specified company timeframes.

Communication & Relationship Skills

- Good communication skills at all levels. To exchange, interpret, analyse and calculate complex information and communicate to specialists and non-specialists.
- To be highly motivated and work closely with Shift partner & support staff.

Knowledge, Training & Experience

- To have completed a recognised Apprenticeship or similar scheme and to be qualified to ONC or equivalent in a relevant Building Services / Engineering discipline.
- To have completed or currently participating in CPD courses or Authorised Person training.
- To have an understanding of energy efficiency and Environmental procedures including segregation of waste & recycling.

- IT literate

Analytical & Judgement Skills

- To collect all data and information necessary as directed to assist in the analysis of Plant & Building Services performance & utilisation.
- Make sound judgements across wide range of issues taking into account legislation, H&S, conflicting demands, and escalating any issues arising to the Estates Supervisor or Estates Manager.

Physical Skills

- Use of Plant, Tools & equipment. Some moderate lifting and handling in accordance with Manual Handling assessment. The post holder will be required to regularly work in plant areas therefore should be fit, able to climb ladders and access confined spaces (where PTW allows).

Mental Effort

- Occasional intense concentration whilst faultfinding or interrogating BMS, coping with interruptions, dealing with clinicians for access as required and prioritising workload to suit access as granted.

Emotional Effort

- Will be exposed occasionally to complaints both directly and indirectly from staff, patients and the public regarding environmental conditions or plant fault. Any complaints to be forwarded to the Estates Manager.
- Occasional distressing or emotional circumstances.

Working Conditions

- Will be required to work often in unpleasant, noisy, hot, humid areas where necessary.
- Occasional unpleasant conditions/occasional highly unpleasant conditions
- General maintenance activities. Potential of sewage or pest infection.

Personal/professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence.
- To participate in personal objective setting and review, including the creation of a personal development plan.

Health And Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with Sodexo and Trust in ensuring that statutory regulations, codes of practice, local policies and department health and safety rules are adhered to.

Confidentiality

- To ensure that confidentiality is maintained at all times in conjunction with Sodexo and Trust Confidentiality Policy.

This job description is not intended to be an exhaustive list and may be subject to change from time to time.

Signed Employee _____ Print _____

Singed Manager _____ Print _____

Date _____



PERSON SPECIFICATION

SHIFT BUILDING SERVICES TECHNICIAN

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|----------------------------|---|---|--|
| EDUCATION QUALIFICATION | Formal Apprenticeship or approved training programme, supported by City & Guilds / NVQ 3 certification | ONC /HNC in relevant building services discipline | CV/Application form certificates |
| WORK EXPERIENCE | <ul style="list-style-type: none"> • Experience in building services and plant engineering • Experience in maintenance & fault-finding. | <ul style="list-style-type: none"> • Previous experience within a Health Service environment. • Experience in water hygiene regulations | CV/Application Form and Interview/references CV/Application Form and Interview/references |
| SKILLS / APTITUDES | <ul style="list-style-type: none"> • Excellent communication written and verbal, numerate and computer literate. • High level of interpersonal skills with the ability to deal with people at all levels and disciplines within the Trust and Sodexo. • Self starter • Effective team player • Aware of H&S procedures & safe systems of work. | <ul style="list-style-type: none"> • Flexibility with the ability to work under pressure whilst looking for continual improvements to service delivery | Interview |