

**CENTRAL MANCHESTER AND MANCHESTER CHILDREN'S
UNIVERSITY HOSPITALS NHS TRUST**

JOB DESCRIPTION

JOB DETAILS

Job Title: Multi-skilled Maintenance Assistant *Electrical / Building*

Division: Manchester Children's Hospitals

Directorate: Facilities

Ward/Department: Estates Department

Base: Initially in the Estates Department at the Royal Manchester Children's Hospital but may be required to move dependent upon the needs of the Trust.

ORGANISATIONAL RELATIONSHIPS

Managerially Accountable to: Deputy Operational Estate Manager

Reports to: Multi-Trade Supervisor

JOB PURPOSE

To provide a comprehensive and quality service in line with quality standards to all wards and departments, working with others as part of a multi-skilled team assisting trade persons if and when necessary. Also responsible for assisting in the day to day maintenance of the whole of the site.

MAIN DUTIES AND RESPONSIBILITIES

To undertake unsupervised routine maintenance and minor repair work that does not justify the attention of a fully qualified craftsperson, related to his/her training and/or experience.

Assist Tradesmen as required.

Using a range of hand tools undertake a wide range of minor maintenance and repairs tasks including:

- Rewashing of taps, repairing minor leaks, cleaning of waste traps and drains
- Unblocking of sinks, toilets and drains
- Replacement of lamps and tubes, fitting of plug tops and minor electrical items
- Cleaning of light fittings and shades and lamp replacement

- Fitting of door handles, pictures, signs etc.
- Oiling and greasing
- High level cleaning of brackets and overhangs
- Cleaning of entrance areas and the like
- Cleaning of plant rooms, workshops and machinery and removal of debris
- TVs – Pick up from Wards and repair if possible. If not possible take to the TV repairers, pick up and deliver back to ward.
- Service and repair ward toasters
- Assist following emergencies
- Analysing faults, reporting to appropriate trade
- Provide and receive routine information to assist in undertaking own job.
- Exchange routine information with colleagues and provide advice.
- Organise my own day to day work tasks or activities
- Demonstrate duties to new starters
- Process own timesheets
- Carry bleep
- Check and commission new equipment
- Undertake painting and decorating duties
- Undertake patch plastering duties
- Undertake surveys or audits to own job
- Responsible for the safe use and maintenance of equipment other than that which is personally used.
- Follow hospital policies in my own role
- Make judgements involving straight forward job related facts or situations
- Understanding a limited range of work procedures from knowledge acquired through short induction days.
- Movement of materials and equipment

This job description is a guide to the duties and it is not intended to be an exhaustive list. It is subject to regular review and amendment as necessary in consultation with the post-holder. Employees are required to observe the provisions of, and adhere to, all of the Trust's Policies.

We are an Equal Opportunities Employer

PERSON SPECIFICATION
MULTI-SKILLED MAINTENANCE ASSISTANT

ATTRIBUTES	ESSENTIAL	DESIRABLE
Registration	N/A	
Qualifications	A full, clean driving licence.	
Knowledge and Experience	Previous appropriate working experience or training in skill development, including the safe use of tools and equipment. Able to demonstrate a basic knowledge of workshop safety practices. Must be able to work effectively with the minimum of supervision. Must be able to achieve acceptable standards of workmanship and productivity.	Understand fully the inter-relationships between the various maintenance crafts. Understand general health and safety issues. Be prepared to undertake training as and when required.
Skills	No formal qualifications are required but mechanical aptitude with the ability to use hand tools is necessary. Liaise all work with other trades/disciplines. A high degree of self-motivation is required. A smart appearance and pleasant disposition are essential as this post involves extensive contact with both members of staff and the public.	Willing to be instructed by the Tradesmen. Knowledge of other Trades e.g. fitting, electrical, plumbing and joinery. The ability to make emergency repairs Engineering and/or building maintenance experience

	Good informal communication skills and the ability to deal with the exposure to emotional conditions	
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