

# Job Description: Mechanical Engineering Technician



Function:	Hard FM Healthcare
Position:	Mechanical Engineering Technician
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Mechanical Manager
Additional reporting line to:	Mechanical PTB Officers
Position location:	Manchester University NHS Foundation Trust

## 1. Purpose of the Job –State concisely the aim of the job.

The post holder will be a key member of a skilled Estates Team. To provide a comprehensive and quality service in line with quality standards to the hospital, working with others as part of a developed team also responsible for contributing in the day-to-day maintenance. The post holder will be required to be apart of the on-call Rota for the mechanical team.

To achieve this the post holder will carry out a wide range of planned and emergency mechanical/electrical activities to a high standard.

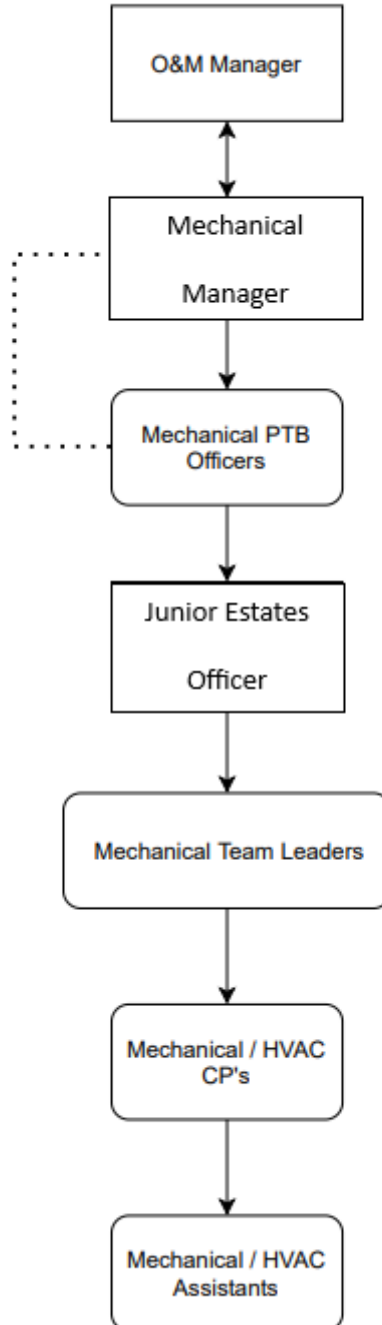
The post holder will carry out their duties in an efficient manner with full awareness, understanding and compliance with HTM's and Good Industry Practice and the Trust and Sodexo's Health and Safety, Infection Control Policies and Procedures including the Trust/Sodexo Permit to Work systems.

At all times the post holder is required to carry a form of communication i.e. Radio/tablet to allow communication with other departmental/non departmental staff of all positions as and when required. These communications will normally be via the Help Desk or in an emergency, direct from the Hospital switchboard the post holder will always prioritize workloads, work under pressure in emergency situations where failure to act promptly and safely may result in serious injury, damage or loss of life.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY17:	£tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics									

**3. Organisation chart**—Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues**– Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Have extensive knowledge, experience and appropriate qualifications in one's own discipline and a working knowledge of others and be able to demonstrate competence in all Mechanical / HVAC disciplines.
- Have extensive knowledge in carrying out maintenance and installation of Mechanical / HVAC systems
- Service, Install, Maintain, test, diagnose and repair faults in complex Mechanical / HVAC systems

**5. Main assignments** –Indicate the main activities / duties to be conducted in the job.

## MAIN DUTIES & RESPONSIBILITIES

- Evidence of training in welding techniques
- Set out, fabricate, install and where necessary commission new steel and copper pipework for all infrastructure
- Have a good understanding of Pump's, Pressure Set's, Pressure Vessel's, Plate Heat Exchanger's.
- Investigating the underlying causes of breakdowns or failures and identifying and undertaking remedial action as required.
- Have a broad understanding of legislation and codes of practice affecting engineering works and always comply with both these and the requirements of the Health & Safety at Work.
- Undertake risk assessments for maintenance and repair works to ensure that works are carried out in a safe manner.
- Ensure plant history is kept up to date
- Learn new techniques and procedures with training where appropriate, attaining the required certification.
- Control supply of Spare parts and materials required to complete an emergency repair in quick response time.
- Liaise with departmental manager, ward/clinic staff or administrators and observing departmental procedures
- The post holder will be required to identify and request materials for repairs/modifications, supplying comprehensive technical details to the Mechanical PTB / Mechanical Manager.
- Carry out a wide range of maintenance tasks including statutory maintenance, planned preventative maintenance and testing
- To provide a versatile and flexible multi-skilled human resource capable of performing the planned preventive maintenance, reactive and corrective maintenance and other maintenance related activities to the Project Agreement requirements, and site services needs and expectations.
- To perform the activities of servicing, testing, verifying, diagnostics, repair and calibration of technologically advanced mechanical, electrical and electronic installations, plant and equipment,

- Provides management, technical advice to other maintenance staff, contractors to ensure compliance with safety standards and procedures. Allocating tasks and ensuring tasks are carried out safely and in accordance with the requirements of the Project Agreement.
- To assist in ensuring that immediate corrective action is taken in the event of emergencies so that the Trusts/client needs are met, to avoid danger to people, property, and service provision.
- To provide as requested by management reports, calculations, and recommendations for the correct and efficient running of all plant and equipment using the BMS system and CAFM System.
- This job description is an outline of the key tasks and responsibilities of the role and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of Sodexo and its services, as well as personal development needs of the post holder.
- Provide a timely reactive service to our clients, being respectful of the contractual response and repair times to protect the company from financial penalty, every assistance will be provided by the Management to help the Post holder reach these goals.

**6. Accountabilities** –Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- 100% Completion of all PPM's
- All remedial works to be raised and completed in line with agreed SLA's
- All HVAC / Mechanical Systems to be operating at full potential
- All systems to be RAG rated and Lifecycle components communicated to Department Lead

**7. Person Specification** –Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Proven experience within a similar role
- Experience of Mechanical Systems
- Calorifiers
- Plate Heat Exchangers
- Pressure Systems – Steam
- Unvented & Vented
- Pumps, Motors & Bearings
- BMS Control Systems
- Excellent communication skills both written and verbal
- Self-motivated and able to adapt to changing priorities
- Able to demonstrate an aptitude for problem solving using a logical approach
- Works well in a pressurised environment
- Ability to deal with people at all levels
- Ability to be an effective Team player
- Aware of relevant Health & Safety and general legislative matters
- Attend external and internal courses as required
- Must be computer literate
- Must be able to demonstrate good verbal and written communication skills
- Good level of mathematical skills

Desirable:

- Previous experience within a Health Service context
- Demonstrating maturity in working with Hard FM groups
- Any specialist knowledge relevant to the health care environment
- Previous experience using SharePoint and Maximo CAFM systems (desirable)

**8. Competencies**—Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ Employee Engagement
■ Learning & Development	■ Highly Motivated
■ Employee Engagement	■

### **INFECTION CONTROL**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

### **Health and Safety**

The post holder will always follow Health and Safety procedures at all times. Be personally responsible for Health and Safety issues in respect to his/herself and their colleagues.

If the post holder identifies a potential hazard, he/she should report it to their manager/ supervisor at once or if in doubt they should ask their manager/supervisor for guidance.

The post holder will always use safety equipment provided and report any defects to their manager/supervisor. He/she shall attend Health and Safety training as directed, avoid any behaviour which discriminates against their fellow employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

### **Safeguarding**

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

### **Security**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

**Confidentiality**

The post holder is required to always maintain confidentiality at all times in all aspects of their work.

**Team Briefing**

Sodexo operates a system of Team Briefings and a toolbox talk, which is based on the principles that people, will be more committed to their work if they fully understand the reason behind what is happening in their organization and how it is performing.

**No Smoking Policy**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

<b>9. Management Approval</b> –To be completed by document owner			
Version	Version 1	Date	

<b>10. Employee Approval</b> –To be completed by employee			
Employee Name		Date	