

Job Description: Mechanical and Electrical Apprentice



Function:	Hard FM Healthcare
Position:	BMS Apprentice
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	BMS and Energy Manager Bradley Martin
Additional reporting line to:	
Position location:	Royal Stoke University Hospital (PFI Site)

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

- Supporting the Hard FM estates team in the safe operation and maintenance of all plant, equipment and installations within the hospital estate.
- The apprenticeship will aim to provide the necessary skills required to test and maintain the Electrical/Mechanical services, operational equipment, Decontamination and Building Infrastructure. Complying with permits to work systems on specialist and critical equipment within the PFI hospitals as defined but not limited to those set out in HTM00 to HTM08 and any associated statutory and mandatory legislation.

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 FY13:	€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.

- Learning how to Exchange, interpret, analyse and calculate complex information and communicate to specialists and non-specialists
- Gaining Knowledge of the principles, concepts and standards associated with Building Energy Management Systems
- Develop specialist skills and experience within the Healthcare maintenance environment.
- Create and continuously develop multiple BMES measurement tools and templates
- Collect all data and information necessary to analyse all aspects of the service in relation to estate management, taking into account legislation and future direction of legislation, health and safety, Trust and

Sodexo policy. To use data and information in complex forms to bench mark, fault find, predict and analyse system failures.

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

- Assist with planned preventative maintenance (PPM) and reactive maintenance on BMS controls, panels, servers, and associated plant.
- Learn to diagnose faults on BMS-controlled systems including HVAC, air handling units (AHUs), boilers, chillers, pumps, ventilation systems, and critical alarms.
- Support maintenance of sensors, actuators, valves, dampers, control panels, and field devices.
- Assist with BMS server health checks, front-end software monitoring, backups, and alarm management
- To become fully competent (CP Appointed) in the fault diagnosis, maintenance, repair and testing of Electrical & Mechanical assets to include and not limited to – LV distribution systems, generators, nurse call systems, BMS, security cameras and associated equipment, door/access controls, hearing loops, emergency lighting, ventilation and Medical gas systems.
- Support BMS network infrastructure including IP devices, control panels, Ethernet networks, switches, and communications between controllers.
- Learn and assist with network protocols such as BACnet, Modbus and other building controls communication systems.
- Assist with testing, commissioning, and modifications to BMS systems and control strategies.
- Monitor system performance, alarms, and plant efficiency using BMS front-end software and reporting tools.
- Support energy-saving initiatives and optimisation of plant operation across the hospital estate.
- Work alongside specialist contractors and BMS providers such as Trend, Siemens, Tridium, Schneider, and other controls providers.
- Maintain accurate records of maintenance activities, inspections, software changes, backups, and service reports.
- Follow Trust IT policies, cyber security procedures, health and safety requirements, and statutory compliance standards.
- Participate in training, college attendance, and manufacturer development courses as required.
- To become fully competent (CP Appointed) in the routine maintenance and reactive works associated with ventilation which includes Air handling units, duct work, extract fan units and fire dampers.

- Assisting in the annual statutory maintenance program which involves shutting areas down to carry out maintenance which could not be performed whilst the areas are occupied.

- Review of daily/weekly/quarterly/yearly validation test results in line with current guidance documentation and AE recommendations.

- Carry out Planned Maintenance of Electrical/Mechanical Devices in line with Manufacturers recommendations.

- Test equipment calibration and sources of error.

- Comparison and utilisation of technical documents as issued by the Department of Health.

- Complete Schedule 46 & Group 3 applications in line with our contractual obligations.

- Provide support for the Hard FM Engineers in gathering information on parts ready for ordering in an efficient process.

- Acquire the ability to Interpret technical terminology used in the Electrical/Mechanical infrastructure.

- The safe operation and maintenance of all plant and equipment within the PFI Hospital site. Carrying out a wide range of repairs and new works to a high standard. Working on own initiative when applicable or as part of a team.

- Supporting the Engineering Management team to ensure contractual response and rectification times are met. Producing required support documentation reports to meet contractual requirements.

- Work towards undertaking Authorised Person and or Competent Person responsibilities in relation to specified systems.
- Ensuring services comply in accordance with the Project Agreement, legislative, statutory and HTM requirements.
- Develop the skills required to ensure cost effective delivery of a Planned Preventative Maintenance Service.
- The management of a reactive maintenance service during both normal operating hours and outside operating hours of the hospital.
- Provide technical and professional support to all staff, colleagues, Engineering Supervisors and to Trust officers in order to develop a “team” approach.
- To represent Hard FM in applicable working groups for ensuring compliance with all relevant Health & Safety Legislation and site-specific Health, Safety and Welfare policies.
- Maintain formal and informal communication with Trust managers related to services activities/ working group. Develop good working relationships with clinical and non-clinical staff at all levels
- Gain the understanding and ability to use IT systems on site which include the CAFM and BMS systems to provide, monitor and report data within the Quality Assurance and other management reporting systems.
- Take on any additional training which will help to further the apprenticeship.
- Learn how to Provide technical engineering advice and support for the maintenance of equipment, fabric and utility services for the PFI estate
- Gain the ability to effect fault diagnosis on plant and equipment of a more complex nature.
- Ability to affect a hands-on approach when required as well as having the ability to listen and learn from peers.
- Co-operating with the helpdesk team and ensure the return of completed worksheets in a timely fashion.
- Ensuring a safe working environment and safe systems of work are followed.

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.

- Communication & Relationships Skills
- Knowledge, Training & Experience
- Analytical & Judgemental Skills
- Planning & Organisational Skills
- Patient/ Client Care
- Financial and Physical Resources
- Policy/Service Development

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

- Proven interest for the engineering industry
- Confident capable individual able to assess situations
- Self-motivated and able to adapt to changing priorities

- Enthusiastic.
- Able to demonstrate an aptitude for problem solving using a logical approach
- Confident and logical under pressure but must understand urgency and respond accordingly
- Prepared to work overtime if required.
- Attend external and internal courses as required
- Good understanding of Health and Safety.
- Reporting writing skills.
- Must be computer literate.
- Must be able to demonstrate good verbal and written communication skills with good level of mathematical skills

Desirable:

- Relevant experience in a maintenance/engineering environment.
- Previous experience within a Health Service context
- Ability to demonstrate self-motivation and drive.
- Any specialist knowledge relevant to the health care environment.

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	

9. Management Approval – To be completed by document owner

Version	Version 1	Date	May 2019
Document Owner	Isaac Banks		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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