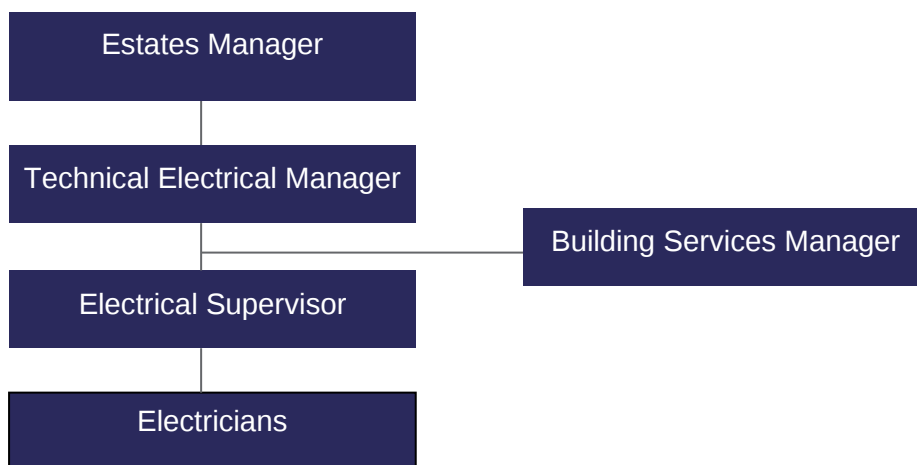


# Electrical Supervisor

## JOB DESCRIPTION

|                   |                              |                    |                       |
|-------------------|------------------------------|--------------------|-----------------------|
| Position Title    | Electrical Supervisor        | Department         | Estates Hard Services |
| Generic Job Title | XXXXXX                       | Segment            | Healthcare            |
| Team Band         | JIB                          | Location           | Romford               |
| Reports to        | Electrical Technical Manager | Office / Unit name | Queen's Hospital      |

### SODEXO HARD FM ORGANISATION & REPORTING STRUCTURE



### Job Purpose

The safe operation and maintenance of all plant and equipment within the hospital site.

Carrying out a wide range of electrical work, ensuring planned preventative maintenance (PPM) Statutory, Routine and reactive work is carried out within the confines of the PFI contract and ensuring compliance with Sodexo and the Trust safety standards and procedures within the contractual timelines and KPI's

To comply in the management of HTM06, The Healthcare Electrical Safety Code System as an appointed Authorised Person (LV).

Maintains, operates and reviews pre planned maintenance programme; reviews and revises procedures, working practices. Ensuring that the service is provided efficiently and effectively to the highest possible standards within the resources allocated. To provide a high-quality service that is responsive to service, clinical and patient needs.

## **Duties & Accountabilities**

### **Key Duties and Accountabilities:**

- Be appointed as LV and HV Authorised Person for site
- To be responsible for the day to day management of staff in accordance, where appropriate with Agenda for Change, the Trust's or Sodexo's policy and procedures.
- To provide guidance and identify necessary training for craftsmen and apprentices in order to develop additional skills to improve the person's abilities and overall effectiveness.
- Undertake employee Appraisals/ Performance Reviews including the identification of training and development needs
- Ensure good communication channel between the team.
- Delivery of service specific on the job training technical support and advice for employees within a working group
- Using CAFM system for Planning and the distribution of the workload for the
- respective mechanical and electrical craftsmen, ensuring that work is completed to schedule and the system updated accordingly
- Carry out diagnostic work
- Control/ Supervision of Specialist Sub Contractors
- Allocation of work for both planned and reactive maintenance
- Ensure all relevant records are kept up to date to ensure compliance with the performance criteria
- To advise the Compliance Manager on the effectiveness of PPM – additions, deletions or alterations etc.
- Ordering of day to day replacement stock items and ordering of specialist materials.
- Keep up to date with relevant legislative, technological and good practice changes.
- Develop a detailed knowledge of the existing Estate and existing engineering services installations.
- Ensure that relevant Continuing Professional Development (CPD) is undertaken as required by professional bodies.
- Regularly attend relevant courses in accordance with the Estates and Facilities Directorate Policy "Training and Development of Staff" and Sodexo's employee performance appraisal programme
- Responsibility for a service activity/working group for ensuring compliance with all relevant Health & Safety Legislation and site-specific Health, Safety and welfare policies
- Develop good working relationships with clinical and non-clinical staff at all levels
- Use of IT systems to provide/ monitor data within the Quality Assurance and other management reporting systems
- Promote co-operation and versatility among trades within the team
- Ability to promote effective team working and good leadership qualities.

## **Hours Of Work**

40 hours per week typically 8 hours each day over 7 days per week as part of the on-call & 7 day cover rota. Daily start and finish times shall be varied to meet the needs of the service.

Please note that this job description is not an exhaustive list of duties but merely a guide to the responsibilities of the post holder. The post holder may be required to undertake additional duties within the sphere of their competence.

## **KNOWLEDGE & SKILLS**

The post holder will be required to use their specialised skills and technical knowledge to undertake day to day reactive and PPM tasks on a wide range of electrical systems. These include; Electrical distribution, lighting, fire detection, building control & automation, standby generator plant, security access control, CCTV, nurse call systems, HVAC & data-communications.

The work activities, which are often complex and/or non-routine involve fault diagnosis & fault rectification, maintenance, and capital work across the Trust.

This will reflect the need for the post holder to act on his/her own initiative, the need for accuracy, attention to detail, numeracy and record keeping.

The post holder will be required to assess at all times the workload taking into account the priority, risk factors and possible interruption of this work due to urgent/emergency calls showing their ability to coordinate, delegate and control the team

The post holder will be required to use machinery and tools within their level of expertise/training. The post holder will also be required to make regular use of ladders, and access equipment.

## **Contextual Information**

### **Training**

Employees are required to attend all Health & Safety training and fully participate in the required company and trust training.

Specific task related training will be arranged as necessary. This training will generally be conducted away from site, travel and accommodation if needed will be provided

### **Conduct**

Staff must conduct themselves in a professional manner at all times and be aware of patient's dignity and privacy when it comes to their personal information. All Estates staff are expected to be mindful to give assistance and wherever possible to help with any queries raised by patients and visitors in the correct manner.

## **Quality**

Sodexo is committed to providing patient customer care of the highest quality and promotes this through the customer care training of their staff.

## **Confidentiality**

During the course of his/her duties the post holder may have access to confidential information which must not be divulged to any unauthorised person or any relative at any time.

## **Policies and Procedures**

The post holder is required to familiarise and comply with all relevant Sodexo and Trust policies and procedures.

## **Health and Safety**

Staff must take care of their own safety and others who may be affected by their actions or omissions. Health and Safety in the workplace is a two-way thing manager must make sure their employees work in a safe environment and employees have an obligation to report any Health and Safety concerns to management. The workforce must ensure that all equipment or personal protective equipment provided is used in the appropriate manner. They must also report any accidents or near misses to the appropriate manager.

## Person Specification - Application

| Specification Headings                                   | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Desirable                                                                                                                                                                                                            |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience<br>(Duration, Type of level or experience)    | <ul style="list-style-type: none"> <li>• Completion of a structured training program (Apprenticeship) in an Electrical Engineering discipline</li> <li>• Experience of working in a maintenance environment</li> <li>• Good verbal, numerate and interpersonal skills</li> <li>• Knowledge of: -<br/>Wide range of electrical plant and systems</li> <li>• Health and safety legislation</li> <li>• Multiple acute Healthcare engineering systems and equipment</li> <li>• Statutory PPM compliance</li> <li>• Knowledge of Maximo</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>• Experience of working in an Acute Hospital environment.</li> <li>• IT knowledge, experience and training.</li> <li>• Maintenance of critical electrical systems.</li> </ul> |
| Qualifications<br>(Specific to post/profession)          | <ul style="list-style-type: none"> <li>• Attained relevant City and Guilds Qualifications</li> <li>• Industry Experience</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• ONC or a related qualification.</li> <li>• Appointed as an Electrical Authorised person</li> </ul>                                                                          |
| Skills, knowledge and aptitude<br>(Relevant to the post) | <ul style="list-style-type: none"> <li>• Willing to attend specialist training courses as and when required</li> <li>• Undertake LV &amp; HV Authorised Person roles/duties</li> <li>• Able to develop and maintain communication with people on a range of matters.</li> <li>• Able to develop own skills and knowledge and provide information to others to help their development.</li> <li>• Can promote, monitor and maintain best practice in health, safety and security.</li> <li>• Able to contribute to the improvement of services and quality.</li> <li>• Able to support equality and value diversity.</li> </ul> |                                                                                                                                                                                                                      |

|                                                              |                                                                                                                                                                                                                                                                                                                                                         |   |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                                                              | <ul style="list-style-type: none"> <li>• Ability to work without constant supervision.</li> <li>• Adaptable to change.</li> <li>• Read and interpret technical drawings</li> </ul>                                                                                                                                                                      |   |
| Personal Qualities<br>(Social skills necessary, disposition) | <ul style="list-style-type: none"> <li>• Capable of working in a demand driven service.</li> <li>• Communication at all levels within the organisation</li> <li>• Working to deadlines.</li> <li>• Flexibility</li> <li>• Using own initiatives</li> <li>• Adapting to situations, able and willing to undertake Emergency Situation repairs</li> </ul> |   |
| Constraints<br>(Un-social hours, heavy duties)               | <ul style="list-style-type: none"> <li>• Availability for on-call duties (30 minute response time).</li> <li>• Availability for undertaking overtime.</li> <li>• Provide additional on-call and 7 day cover at short notice in the event of sickness and absence within the team.</li> </ul>                                                            | . |
| Other factors                                                | <ul style="list-style-type: none"> <li>• Satisfactory attendance record</li> <li>• Satisfactory health check</li> <li>• Satisfactory DBS check</li> </ul>                                                                                                                                                                                               |   |