

**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.

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**ORGANISATIONAL RELATIONSHIPS**

**Managerially Accountable to:** Deputy Operational Estate Manager

**Reports to:** Multi-Trade Supervisor

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

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