

Central Manchester Healthcare NHS Trust

Facilities Directorate

Job Description

Post:	Junior Estates Officer (Lifts)
Location:	Operational Estates
Responsible To:	Head of Estates / Deputy Head of Estates
Reports To:	Electrical Estates Manager Lead AP

Job Summary

The Junior Operational Estates Officer (Lifts) will be accountable to the Electrical Manager for the management of a multi-disciplinary maintenance department, so as to ensure all engineering maintenance including contract work is carried out to ensure high performance and compliance with recommended standards and legislation.

Overall responsibility for complex engineering plant, equipment and services throughout the Hospitals NHS Trust facilities and other properties covered by the Service Level Agreement.

Operates and reviews planned maintenance programme, implements and maintains physical asset register. Oversees minor schemes and Capital works as required

Principal Duties and Responsibilities

Direct Management of the Lift / LOLER Services maintenance teams:

Provides technical information and support to the Capital Projects and other Estates personnel.

Develops a system of regular involvement and consultation with all members of the department.

To communicate regularly with Heads of Department, Nursing Officers and staff,

Works with the Estates officers and teams, exchanging technical information with non-technical staff negotiating with contractors and suppliers.

Manages contractors carrying out Estates maintenance, alterations or upgrade works to ensure all aspects of the work comply with the specification, terms & conditions, relevant regulations, Approved Code of Practice and Health & Safety requirements.

Liaise and maintain good working relationships with managers and staff at all throughout Sodexo and the Trust Participate in the Estates out of hours "On Call" roster as required including the provision of cover for absent colleagues.

Monitors compliance with Engineering Safe Working Practices as required by Legislation, Regulations and Guidance Notes

Oversees the effectiveness of the Planned Preventative Maintenance System, ensuring it is updated, developed and reviewed taking into account Legislation and new development

Responsible for ensuring comprehensive records of all engineering plant, equipment and services are available to comply with Legislation and Regulations

Under the direction of the Head of Department, act as the Authorised Person / Responsible person for one or more of the following areas of responsibility to ensure all statutory obligations are complied with: - (listing not exhaustive)

- High Voltage/Low Voltage systems
- Lifts/Hoists
- Pneumatic Tube system
- Generators/UPS/IPS Systems
- Fire Alarm systems
- Medical/Pathology Gases
- BMS

Adherence to HTM standards of work.

Assist in the management of maintenance contracts as required including the preparation of documentation, tenders, etc.

Continuously update his/her knowledge of technical, legislative and managerial developments relevant to estate management.

Main Assignments

- Carrying out Monthly PPM
- To complete basic repairs on hoists including diagnosing issues
- To be able to complete tasks in a timely manner.
- To complete Monthly meter readings
- To complete basic repairs and diagnose issues to baths.
- Make sure all lift door tracks are clear on site.
- To support shift in completing lift PPMs on site
- Work with the insurance company to have repaired hoist get through inspection.
- Organize and monitor the lifting equipment on site.
- Assist with Fire calls and lift trappings on site where required

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS:

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

INFECTION CONTROL:

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

Person Specification

Essential Skills / Attributes

HTM 08 Lifts Authorised Person Certificated

Experience in the maintenance of Lift / LOLER services.

Experience in the line management of staff.

Experience in the management of contracts and contractors.

Have a working knowledge of all Health & Safety legislation affecting their work. .

Numerate with the ability to manage budgets.

Good written and verbal communication skills with the ability to write reports.

Computer literate with the ability to use Microsoft Office software and e-mail

Ability to plan and programme works to achieve best value.

Ability to manage, prioritise and plan own workload and deliver work within required time scales and have the ability to make decisions

Broad based knowledge of Electrical engineering services

Desirable Skills / Attributes

Higher qualifications or more extensive relevant experience. Driving license