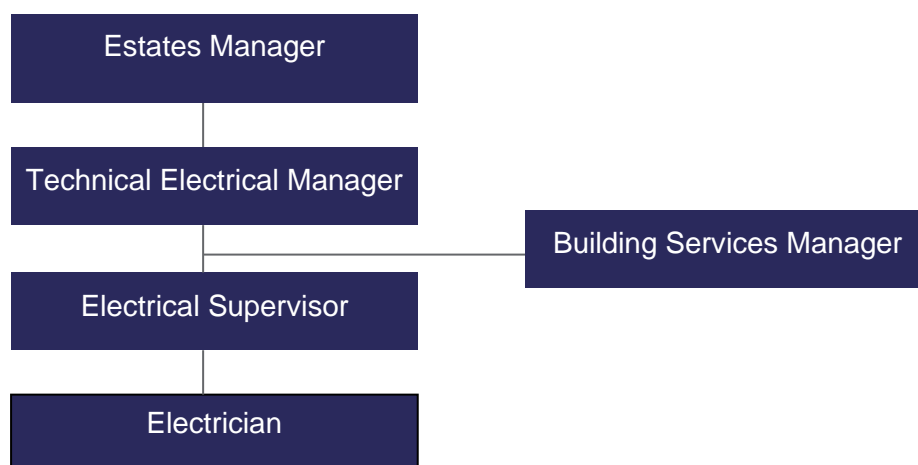


# Electrician

## JOB DESCRIPTION

Position Title	Electrician	Department	Estates Hard Services
Generic Job Title	XXXXXX	Segment	Healthcare
Team Band	JIB	Location	Romford
Reports to	Electrical Supervisor	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 time lines and KPI's

### Duties & Accountabilities

- To comply in the management of HTM06, The Healthcare Electrical Safety Code System as an appointed Authorised Person (LV).
- To work in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment

- Provide technical advice and support including liaison with electrical contractors appointed on Maintenance tasks, capital projects and minor upgrade works.
- To liaise with manufacturers regarding plant or equipment failures and to arrange the supply of goods and services under maintenance contract and/or direct contract.
- Work overtime to carry out emergency repairs as required by management.
- At all times to carry Trust/Sodexo communication devices (Tablets/ mobile phones etc) to facilitate immediate response to emergencies.
- Undertake minor installation and improvement works.
- Contacting suppliers/wholesalers assessing costs and delivery times in accordance with the Sodexo procurement procedures.
- Requisitioning tools and equipment as necessary for the completion of works.
- Attend training courses as required.
- Monitor health & safety of all personnel on site, performing activities on behalf of the Trust and Sodexo.
- Demonstrate a clear commitment to inter-trade flexibility
- Provide such flexibility as necessary to cover emergency works 24 hours a day, 7 days a week.
- Observe all statutory and legal requirements, particularly in relation to Health & Safety at Work Act, Electricity at work and the IET Regulations.
- Use Sodexo's CAFM system for work processing and monitoring of estates Maintenance procedures.
- Have the ability to undertake fault finding, diagnostic and repairs on a wide range of designated plant, complex critical systems and equipment, using a cause effect analyses and detailed examination to gain a solution.
- Liaising with the Client, Helpdesk, contractors, Clinical nursing staff and heads of departments regarding work requests, information & planning.
- Provide support information and assistance to the management team as requested
- Convey a professional image of the Estates department to the client whilst encouraging and maintaining good working relationships with all users of the Estates service

## **Hours Of Work**

40 hrs. per week typically 8hrs. 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.

Participate in the on-call system and 7 day cover

Rest periods etc. shall be in accordance with the Trusts "Working Time Policy & Procedure".

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 manor.

### **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 managers 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 (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> </ul> <p>Knowledge of: -</p> <ul style="list-style-type: none"> <li>• Wide range of electrical plant and systems</li> <li>• Health and safety legislation</li> <li>• Statutory PPM compliance</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 (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 (Relevant to the post)	<ul style="list-style-type: none"> <li>• Willing to attend specialist training courses as and when required with a view of undertaking 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 de-</li> </ul>	

	<p>velopment.</p> <ul style="list-style-type: none"> <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> <li>• Ability to work without constant supervision.</li> <li>• Adaptable to change.</li> </ul>	
Personal Qualities (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> </ul>	
Constraints (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>• Able and willing to undertake Emergency Situation repairs.</li> <li>• Satisfactory attendance record</li> <li>• Satisfactory health check</li> </ul>	