

Central Manchester Healthcare NHS Trust

Facilities Directorate

Job Description

Post:	Operational Estates Officer (Engineering)
Location:	Operational Estates
Responsible To:	Operational Estates Manager
Reports To:	Operational Estates Manager

Job Summary

The Operational Estates Officer (Engineering) will be accountable to the Operational Estates Manager for the operation and maintenance of engineering plant, equipment, and services within the full range of Trust properties. He / she will have specific responsibilities for plant, equipment and services as detailed below.

Principal Duties and Responsibilities

Manage the steam distribution and associated condense systems site wide ensuring that all operation and maintenance procedures are undertaken in accordance with relevant legislation

Manage the periodic inspection of pressure vessels to ensure compliance with the Pressure Systems Regulations

Manage all air conditioning plant and systems across the site

Manage Legionella related issues across the estate ensuring compliance with both HTMs and the L8 guidance issued by the HSE

Undertake the duties of an Authorised Person for Medical Gases.

Manage major shutdowns to infrastructure services liaising with affected departments and operating permit to work systems as necessary.

Undertake investigations and surveys to provide technical reports together with option appraisals; formulate proposals, including the preparation of specifications and cost estimates for the development of and improvement of the estate in accordance with the Trust's tendering procedure and financial standing instructions.

Manage external contractors engaged on maintenance and project works.

Disseminate information regarding the operation of services and work under his/her control to the Operational Estates Manager as required.

Liaise and maintain good working relationships with Directorate Managers and staff throughout the Trust.

Brief and manage external consultants providing specialist professional services to the Trust.

Support both engineering and building colleagues and cover for them in their absence.

Ensure that all works under their control are undertaken with due regard for Health and Safety and are in accordance with both legislation and codes of good practice.
Ensure that statutory records, plant history and other estates information is complete and up to date
Provide advice, guidance and assistance to external consultants and contractors engaged on capital works.
Participate in the Estates out of hours "On Call" roster as required including the provision of cover for absent colleagues.
Liaise with the Trust's Fire Prevention, Security and Health and Safety Advisors to, ensure compliance with Trust policies and procedures, minimising risk to patients, visitors and staff.
Liaise and work closely with the supervisory team for the direct labour force to ensure the effective use of resources
Provide professional advice to the Operational Supervisor; team leaders and trades staff.
Continuously update his/her knowledge of technical, legislative and managerial developments relevant to estate management.

Person Specification

Essential Skills / Attributes

Qualified to a minimum of HNC level or equivalent in a mechanical engineering discipline
Qualified as an Authorised Person (Medical Gases)
Have a minimum of 5 years experience in the maintenance of all mechanical building services.
Minimum of 2 years experience in the operation, maintenance and management of steam raising plant
Have a broad working knowledge of electrical engineering.
Have a minimum of 2 years experience in the line management of staff.
Have a minimum of 2 years experience in the management of contracts and contractors.
Have an in depth knowledge of all Building, Health & Safety and other legislation affecting their work.
Have detailed knowledge and understanding of legionella
Nurate 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 formulate and manipulate databases
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
Decision making ability

Desirable Skills / Attributes

Higher qualifications or more extensive relevant experience
A current driving licence