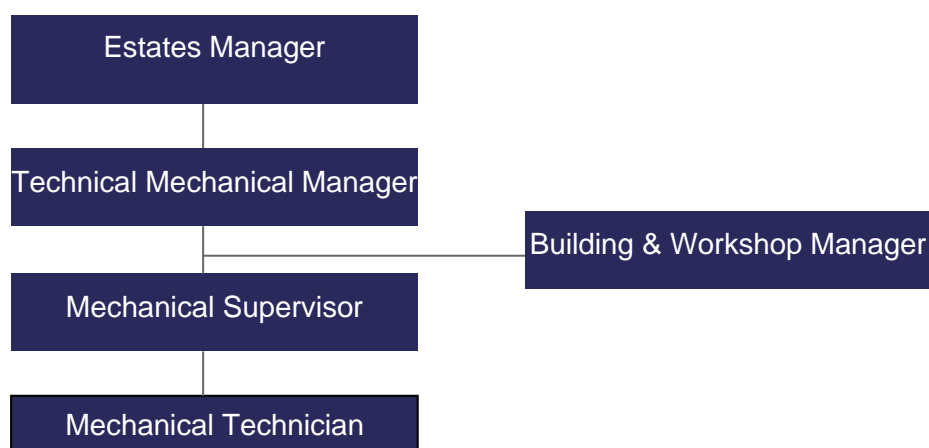


# Mechanical Technician

## JOB DESCRIPTION

Position Title	Mechanical Technician	Department	Estates Hard Services
		Segment	Healthcare
Grade		Location	Romford
Reports to	Mechanical 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 Mechanical work, fault finding and repairs 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 work in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment

- Liaison with contractors appointed on Maintenance tasks, capital projects and minor upgrade works.
- To take the lead with subcontractors and the in-house team regarding plant or equipment and deputise for the Mechanical Supervisor when required.
- 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.
- Attend training courses as required.
- 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 and participate in the on-call rota.
- Observe all statutory and legal requirements, particularly in relation to Health & Safety at Work Act, Health Technical Memoranda and current legislation.
- Use Sodexo's CAFM system for work processing and monitoring of estates Maintenance procedures.
- Have the ability and willingness to work across all trades within the sphere of their competency and under guidance from others if outside this.
- Liaising with the Client, Helpdesk, contractors, Clinical nursing staff and heads of departments regarding work requests, information & planning.
- Provide technical expertise and provide information and assistance to the management team as requested
- Provide such flexibility as necessary with a can-do attitude
- 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
- Skilled in fault finding, the ability to diagnose problems and improvements along with hands on repair of designated plant and equipment.
- In-depth knowledge of Hospital building services not limited to but including:- Boilers, Ventilation and Air Conditioning and associated control systems, Heating and Cooling systems and all other general mechanical installations.
- To undertake Authorised Person duties as per operational requirements.
- To provide subject matter expert knowledge and advice as per operational requirements in either Water, Ventilation, Medical Gases, Pressure systems and Decontamination.

## **Hours Of Work**

- 40 hrs. per week over 7 days per week..
- Daily start and finish times shall be varied to meet the needs of the service however base hours will be 08.00-17.00.
- You will be required to take part on the on-call rota to give cover outside of normal working hours.
- You will be required to take part in the 7-day cover rota.

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 skills and knowledge to undertake day to day reactive and PPM tasks on a wide range of mechanical systems,

The work activities, which can be complex and/or non-routine involve assistance with 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 and lead from the front with regards to the mechanical team.

The post holder will be required to assess at all times the work load 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>Apprenticeship trained with a minimum of City &amp; Guilds in an engineering environment</li> <li>Good verbal, numerate and interpersonal skills</li> </ul> <p>Knowledge of: -</p> <ul style="list-style-type: none"> <li>Mechanical plant and systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an Acute Hospital environment.</li> <li>IT knowledge and experience</li> <li>Maintenance of Mechanical systems.</li> </ul> <p>Knowledge of: -</p> <ul style="list-style-type: none"> <li>Health and safety legislation</li> <li>Knowledgeable in Statutory compliance</li> </ul>
Qualifications (Specific to post/profession)	<ul style="list-style-type: none"> <li>City and Guilds or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>ONC/HNC or equivalent</li> </ul>
Skills, knowledge and aptitude (Relevant to the post)	<ul style="list-style-type: none"> <li>Willing to attend specialist training courses.</li> <li>Able to communicate with people on a range of matters at all levels.</li> <li>Able to develop own skills and knowledge and provide information to others to help their development.</li> </ul>	

	<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>• Able to work as part of a team.</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 undertaking overtime.</li> <li>• Provide additional 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>	