

Job Description/Shift Maintenance Craftsman/Electrical-Mechanical.

Reporting to:

During office hours: Maintenance Supervisor or His/hers nominated representative
(Approximately 25%
Of hours worked).

Out of office hours: Autominous/On call PTB officer as dictated by circumstances.
(Approximately 75%
Of hours worked).

JOB SUMMARY

The post holder will be a member of a multi- disciplined/skilled team comprising of 8 skilled craftsmen and 4 assistants, working a 24 hour rotating shift pattern. By using Specialist knowledge and skills gained from training, experience and appropriate qualifications, the post holder will work as part of a team or on occasions work alone, following the Lone Working Policy and using one's own initiative providing the safe operation and maintenance of a range of complex plant, equipment and control systems over the hospital site. To achieve this the post holder will carry out a wide range of planned and emergency mechanical/electrical activities to a high standard.

The post holder will carry out their duties in an efficient manner with full awareness, understanding and compliance with the Trust and Sodexo's Health and Safety, Infection Control Policies and Procedures including the Trust/Sodexo Permit to Work systems.

At all times the post holder shall carry a page/emergency bleep to enable him/her to respond to and prioritise calls to ensure timely action and a mobile telephone to enable communication with other departmental/non departmental staff of all positions as and when required. These communications will normally be via the Help Desk or in an emergency, direct from the Hospital switchboard (fire alarms, lift trappings etc). The post holder will prioritise workloads at all times, work under pressure in emergency situations where failure to act promptly or safely may result in serious injury, damage or loss of life.

PRINCIPLE DUTIES

Have extensive knowledge, experience and appropriate qualifications in one's own discipline and a working knowledge of others and be able to demonstrate competence in these disciplines.

Maintain, test, diagnose and repair faults in complex mechanical/electrical installations, plant, control systems, and equipment dealing with new situations as they arise and passing on knowledge to others.

Investigating the underlying causes of breakdowns or failures and identifying and undertaking remedial action as required.

Assemble and install minor works of both their own and other trade disciplines. (Lock related problems such as digi locks, controlled drug cupboards, make safe broken windows etc).

Have a broad understanding of legislation and codes of practice affecting engineering works and comply with both these and the requirements of the Health & Safety at Work at all times.

Undertake risk assessments for maintenance and repair works to ensure that works are carried out in a safe manner.

Ensure plant history is kept up to date.

Understand the relationship between their own work and that of other trades and grades of staff.

Learn new techniques and procedures with training where appropriate, attaining the required certification.

Instruct others on aspects of their work relating to their core trade.

To undertake other specific duties when requested by the Operational Supervisor.

Have the responsibility for contacting external contractors and work with these contractors ensuring their compliance with Sodexo's Health and Safety Policy for contractors. (Medical gas, lift, drains engineers etc).

Have the responsibility for calling out the mechanical/ electrical/ joiner/ air conditioning/fridge craftsman if and when required.

Liaise with departmental manager, ward/clinic staff or administrators and observing departmental procedures, (infection control, barrier nursing).

The post holder will be required to identify and request materials for repairs/modifications, supplying comprehensive technical details to the relevant supervisor.

KNOWLEDGE & SKILLS

The post holder will be required to use their specialised skills and technical knowledge to convey technical information to Sodexo/Trust engineers and contractors when co-ordinating repair work inside and outside of normal working hours. 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 their own work taking into account the priority, risk factors and possible interruption of this work due to urgent/emergency calls showing their ability to work without supervision.

The post holder will be required to use machinery and tools within their level of expertise/training, including power tools in accordance with PUWER regulations. The post holder will also be required to make regular use of ladders, scaffolding, access equipment, and lifting equipment.

EFFORT & ENVIRONMENT.

The post holder will come into contact with patients and hospital staff, and shall act with discretion at all times.

The post holder will be required to work in unpleasant conditions with exposure to:

Dirt, dust and noise (plant rooms). Normal and low level radioactive bodily fluids, asbestos, laboratory waste. The list is not exhaustive.

High/low temperatures, moving machinery and adverse weather conditions. (Walk in fridges, service ducts, plant rooms and roof tops).

Clients/Others using aggressive behaviour and/or mental health issues. (Upset patients, members of the public and in mental health buildings).

The post holder must take responsibility for the safe keeping of hand tools and equipment when working in areas where such items could cause damage, be used as a weapon or breach security.

The post holder may on occasion be required to work in either the Adult or Paediatric mortuary or in areas where cadavers, relatives may be present exposing them to situations which may be distressing or emotional.

The post holder will occasionally be required in sterile environments, and thus be aware of ultra clean/ changing procedures.

The post holder may on occasion come into contact with distressed and irate members of the public/personnel often in emergency situations (e.g. lift trappings), where a rapid concise response and immediate decision is required to be given in a calm manner and with empathy for the person(s) involved.

The post holder will be required to work in confined spaces and at heights in accordance with the relevant regulations.

The post holder maybe required to move heavy equipment/materials in accordance with the Manual Handling Regulations.

HEALTH, SAFETY and SECURITY

The post holder will follow Health and Safety procedures at all times. Be personally responsible for Health and Safety issues in respect to his/herself and their colleagues.

If the post holder identifies a potential hazard he/she should report it to their manager/ supervisor at once or if in doubt they should ask their manager/supervisor for guidance.

The post holder will always use safety equipment provided, and report any defects to their manager/supervisor. He/she shall attend Health and Safety training as directed, avoid any behaviour which discriminates against their fellow employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

The post holder may at times safeguard confidentiality of information relating to patients and staff; behave in a manner that ensures the security of the hospital/ hospital property and resources whilst abiding by all relevant Policies and Procedures.

ADDITIONAL

The post holder will mutually agree to provide cover as requested for training of colleagues.

This list of duties and responsibilities is by no means exhaustive as new systems or plant which require attendance outside of normal working hours are constantly being introduced.

Whilst members of the Shift team have their own Specialised skill (steam raising plant, gas), there is no demarcation.

Other than the Autoclaves and Sterilizer washers the Shift are expected to cover the rest of the hospitals plant and control systems.

Shall be prepared to undertake additional training in order to fulfil the requirements of the post, satisfy new regulations/ legislation or to further develop the duties.

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.