

Central Manchester Healthcare NHS Trust

Facilities Directorate

Job Description

Post: Refrigeration & Air Conditioning Engineer

Location: Operational Estates

Responsible To: Mechanical Manager

Reports To: Deputy Mechanical Manager

Job Summary

To provide skilled work in the installation, repair, operation, and maintenance of Refrigeration & Air Conditioning (AC) equipment and systems throughout the hospital facilities

Principal Duties and Responsibilities

- Carries out preventive maintenance of Refrigeration and Air Conditioning equipment and systems.
- Repairs faulty Refrigeration and Air Conditioning equipment and Plant.
- Carries out routine checks and logs of the status of Refrigeration and Air Conditioning equipment.
- Requisitions for materials required for the smooth operation of the Refrigeration and Air Conditioning equipment.
- Assists in verification of Refrigeration and Air Conditioning spares purchased/supplied.
- Ensure that the systems are on and operational at the right time.
- Trouble-shoot Air Conditioning equipment malfunctions, diagnose problems and perform maintenance on Refrigeration & Air Conditioning equipment.
- Manage the safety of the Air Conditioning Plant
- Make recommendations to replace equipment if expected cost to repair exceeds possible replacement cost.
- Make minor installation decisions
- Perform regular cleaning of the equipment.
- Maintain job worksheets detailing nature of assignment, parts utilized, time expended and type of work performed.
- Collect data for reports.
- Liaise with sub-contractors to ensure safe and effective maintenance of all refrigeration and Air conditioning equipment

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

- A formal qualification in Refrigeration and Air-conditioning with experience in Air Conditioning and refrigeration Plant.
- Excellent communications both written and verbal
- Numerate and computer literate
- High level of interpersonal skills with the ability to deal with people at all levels and disciplines within the trust
- Self starter.
- Ability to be an effective Team player
- Flexible with the ability to work under pressure whilst looking for continual improvements to service delivery
- Fully aware of relevant Health & Safety and general legislative matters
- An appreciation of Risk Assessment techniques as applied to Estates activity
- Must have commitment, motivation and vision

Desirable Skills / Attributes

- Higher qualifications or more extensive relevant experience
- A Higher Diploma in Mechanical or Electrical Engineering is an added advantage.