

**Central Manchester Healthcare NHS Trust**

**Facilities Directorate**

**Job Description**

**Post:** HVAC Technician  
**Location:** Operational Estates  
**Responsible To:** HVAC Manager  
**Reports To: Deputy** Estates & Junior Estates Officers

**Job Summary**

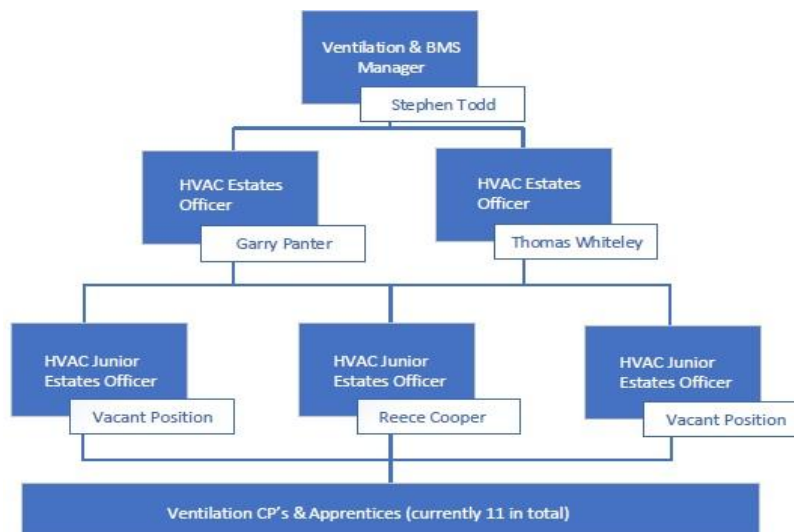
The post holder will be a key member of a skilled Estates Team. To provide a comprehensive and quality service in line with quality standards to the hospital, working with others as part of a developed team also responsible for contributing to the day-to-day maintenance.

To achieve this the post holder will carry out a wide range of planned and emergency activities to a high standard.

The post holder will carry out their duties in an efficient manner with full awareness, understanding and compliance with HTM's and Good Industry Practice and 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 is 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 the post holder will prioritize workloads at all times, work under pressure in emergency situations where failure to act promptly of safely may result in serious injury, damage or loss of life

**Organisation Chart**



## **Principal Duties and Responsibilities**

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 ventilation 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.

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.

Liaise with departmental managers, 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**

Mechanical building services apprenticeship or other approved training.

Mechanical/Building Services Engineering – relevant experience having demonstrated high levels of versatility and flexibility in mechanical or building services engineering.

A National Qualification Framework NQF achievement to level 3 or above e.g. BTEC/ OND/EngTech or equivalent.

Must possess UK driving licence

Minimum of 2 years post apprenticeship experience in a relevant environment.

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.

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.

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.

Will be part of the on-call rota, separate financial remuneration for doing this.

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

**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 always ensure the safeguarding of children and vulnerable adults 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.

#### **Essential Skills / Attributes**

Qualified to a minimum of HNC level or equivalent in a relevant building discipline or relevant.  
Have a minimum of 5 years' experience in the maintenance of all ventilation elements of buildings.  
Have a working knowledge of all Health & Safety legislation affecting their work. Numerate 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 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  
Broad based knowledge of building engineering services

#### **Desirable Skills / Attributes**

- Excellent working knowledge of Safe Systems of Work related to HVAC & BMS systems and general construction.
- Ability to identify problems, understand key issues and investigate alternatives.
- Experience with Design and Build projects.
- Knowledge of Health & Safety at Work Act 1974, and COSHH.
- Trained and competent at safe isolations and verifications of NHS Healthcare Critical Ventilation Systems.
- ONC/HNC or similar qualification in a Mechanical Engineering discipline.
- Self-motivated and confident
- Good communication skills
- A good decision maker who copes well under pressure
- Computer Aided Facilities Management (CAFM) and Building Information Model (BIM) Experience.