

**Job Title:** OPERATIONAL ESTATES OFFICER (MECHANICAL)

[illegible]

# AGENDA FOR CHANGE PROJECT

## JME SUBMISSION FORM

<b>Job Title</b>	OPERATIONAL ESTATES OFFICER (MECH)
<b>Job Reference Number</b> (To be completed by AfC Project team)	
<b>Division</b>	
<b>Directorate</b>	FACILITIES
<b>Ward/Department</b>	OPERATIONAL ESTATES
<b>Hospital</b>	CENTRAL SITE
<b>Number of Job Holders</b> (Please ensure all staff undertaking this job sign the Signatories Form)	ONE
<b>Manager's Name</b>	K SNOWDON
<b>Contact Telephone Number</b>	0161 276 4854
<b>E-mail Address</b>	Kerth.Snowdon@cmme.nhs.uk
<b>Job Description Attached</b>	Yes / <del>No</del>
<b>Person Specification Attached</b>	Yes / <del>No</del>
<b>Organisational Chart Attached</b>	Yes / <del>No</del>

**To be completed by Line Manager:**

I, (print name) K SNOWDON  
confirm that the attached Job Description/Person Specification and the JME Effort Form has been discussed with the Job Holder(s) and the information contained therein is up-to-date and accurately reflects the requirements of the job.

**Manager's Signature:**



**Date:**

16 - 3 - 05

Please return the JME Submission Form and supporting documentation to Gillian Hobson and Terry Kelly, Lead JME Practitioners, % Human Resources Directorate, Cobbett House, Manchester Royal Infirmary.

## AGENDA FOR CHANGE PROJECT

### JME EFFORT FORM

**Job Title:** OPERATIONAL ESTATES OFFICER (MECHANICAL)

#### Physical Effort

Is the Job Holder expected to perform tasks of a physical nature<sup>1</sup>

☒ Yes ☐ No

How often? ☐ Every shift ☒ Weekly ☐ Monthly ☐ Less often

For how long? ☐ <20 minutes on each occasion ☒ >20 minutes on each occasion

When lifting/moving, are mechanical aids provided?

☐ Yes ☒ No

What weight is involved?

☐ < 5 kilos ☒ 2 – 15 kilos ☐ > 15 kilos

Is the Job Holder expected to sit/stand in a restricted position<sup>2</sup>?

☒ Yes ☐ No

How often? ☒ Every shift ☐ Weekly ☐ Monthly ☐ Less often

For how long? ☐ <20 minutes on each occasion ☒ >20 minutes on each occasion

#### Mental Effort

Is the Job Holder expected to perform duties of an unpredictable nature<sup>3</sup>?

☒ Yes ☐ No

If Yes, please give examples on a separate sheet of paper and attach to this form.

<sup>1</sup> Lifting, pushing, pulling, bending, kneeling, crawling, walking >1 mile at any one time, restraint of patients, moving patients, heavy manual digging

<sup>2</sup> Keyboard input, wearing a telephone headset, driving, sitting at a microscope, standing making sandwiches, serving meals on a conveyor system

<sup>3</sup> Where the post holder is required to change from one activity to another at third party request

### **Emotional Effort**

Does the Job Holder deal with distressing or emotional circumstances/information, directly or indirectly?

☐ Directly      ☒ Indirectly      ☐ No

How often?      ☐ Every shift      ☐ Weekly      ☒ Monthly      ☐ Less often

### **Working Conditions**

Does the Job Holder work in unpleasant working conditions<sup>4</sup>?

☒ Yes      ☐ No

How?      ☒ Direct exposure      ☐ Indirect exposure

How often?      ☐ Every shift      ☒ Weekly      ☐ Monthly      ☐ Less often

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<sup>4</sup> Direct exposure to dirt, dust, smell, noise, inclement weather, extreme temperatures. Indirect exposure to or in the vicinity of body fluids, foul linen, fleas, lice, noxious fumes.

# **Operational Estates Officer**

## **Mental Effort**

### **Duties of an Unpredictable Nature**

#### **Emergency & Urgent Response**

All Operational Estates Officers carry pagers and mobile phone to ensure that they are instantly contactable when on site.

The post holder is a member of the Central Sites fire response team

The post holder is part of the Operational Estates incident response team.

The post holder may be contacted at any time by both Operational Estates staff and contractors seeking advice, guidance or assistance.

The post holder receives numerous phone calls each day whilst working at his desk. The nature of these calls is very varied and may require the accessing of computer information whilst on the phone.

#### **Service Continuity**

The post holder may be called on to provide advice, guidance or other assistance of an urgent nature where the inability to complete a building repair may impinge on the ongoing service delivery of a ward or department.

#### **Work Pressure**

Peaks in the overall workload occur as a result of demand from the user departments. This can lead to the need to reprioritise and reschedule the workload at short notice.

#### **Outside Normal Hours On Call**

The post holder carries a pager and mobile phone and is required to be immediately available at all times.

Upon receiving a call at any hour the post holder must respond at the earliest possible opportunity. On receiving a call the post holder must gain as much information as possible from the caller and decide on a course of action whether this is to call out a tradesman or contractor or to attend in person. If attending site the post holder will attend within 30 minutes wherever possible. Site attendance by the officer normally indicates a serious or potentially serious situation which may entail the need for rapid decision



making whilst under pressure and whilst keeping other hospital staff informed at the same time.

When on call the post holder will be entirely responsible for approximately half of the entire central site as more senior estates staff may not be available to assist

# **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  
 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 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



## Operational Estates Organisational Chart

