

## AGENDA FOR CHANGE: JOB DESCRIPTION

<b>Post Title:</b>	<b>Generic Technician and Supervisor</b>
<b>Directorate/Department:</b>	Chief Operating Officer / EFCD Estates
	THQ
<b>Agenda for Change Band:</b>	5
<b>Accountable to:</b>	Estate Officer
<b>Main Purpose:</b>	<p>To undertake all advanced/complex mechanical/electrical/fabric maintenance covering:</p> <ul style="list-style-type: none"> <li>• Day to day defects</li> <li>• Planned preventative maintenance</li> <li>• Installation work/projects</li> </ul> <p>Core activity of plant, equipment and services maintained to include air conditioning and ventilation, steam/condensate distribution, domestic hot water, heating pressure systems, refrigeration and ward use equipment, other mechanical services and building fabric maintenance.</p> <p>Developed skills on low voltage switchgear and distribution, basic electronics, building management controls (automation and motor). Be able to recognise works compliant or otherwise to latest BS7671 standards. Be competent to undertake Electrical Inspection &amp; Testing procedures. All with the intention of achieving optimum performance, Safe operation, and energy saving of Trust's assets.</p> <p>Participate in late/weekend/bank holiday on call rota, providing 7 days a week, 24 hr emergency maintenance cover. To include emergency recall, early start or other arrangements by prior agreement.</p>
<b>Key Working Relationships:</b>	<p>Estates Officers (Operational &amp; Infrastructure)</p> <p>Estates Authorised Person (AP's)</p> <p>Band 6 Team Leaders,</p> <p>Band 5 Electrical/Mechanical/Fabric Specialist Worker</p> <p>Band 4 Tradesperson</p> <p>Band 3 and 2 Maintenance Assistants,</p> <p>Production Planning Team</p> <p>Insurance Inspectors</p>
<b>General Duties:</b>	<ol style="list-style-type: none"> <li>1. Service, test, calibrate, diagnose and repair faults, most, of which are non-routine and can be of a complex nature of hospital properties and equipment. Range of work procedures in progressing jobs requiring a high level of theoretical knowledge. Understanding and safeguarding highly technical tools often used in fault finding situations.</li> <li>2. Complete planned preventative maintenance schedules on various plant, fabric and equipment using specific tools and equipment and utilising highly developed skills necessary for relevant accuracy. Input information onto Planet FM computer program and utilise to best plan workload. Update regularly to keep abreast of development of the Trust/Hospital.</li> <li>3. Undertake minor improvements and alternations to include the manufacture, assembly, erection and installation of engineering/fabric works in line with Health Technical Memorandums (HTM) and Health Building Notes (HBN) standard And to latest IEE Regulations and standards.</li> <li>4. Assist insurance inspectors to ensure compliance with statutory requirements on relevant plant, including pressure vessels and lifts. Ensure</li> </ol>

	<p>records are kept up to date and plan relevant work to ensure plant is available for such checks.</p> <ol style="list-style-type: none"> <li>To fully understand the workings of engineering/fabric plant, equipment and services in the Trust buildings through interpreting technical manuals, manufacturers literature and by on site surveys.</li> <li>To understand complex electrical, mechanical and building drawings and where necessary produce drawings and documentation from experience, knowledge and judgements.</li> <li>Deal with new situations as they arise and pass on knowledge to others to ensure dissemination of information. Explaining technical issues to Craftsmen and Maintenance Assistants, in a manner of their comprehension, to enable the performance of a wider range of other craft skills, thus obtaining greater levels of flexibility and competence.</li> <li>Working closely with Managers in providing supervisory support. Act as Supervisor as per need of service, to include checking and evaluating work. Supervises craftsmen and maintenance assistants on jobs specifically responsible for. Ensuring suitable standard of workmanship achieved.</li> <li>Implement policies and procedures of Trust relevant to working practices and provide input into same from knowledge of site and experience. Propose changes in relevant areas to benefit the client/patient environment, but always within remit of maintenance procedures. Role frequently governed by specific policies but managed by individual rather than supervised.</li> <li>Methodical manner in addressing situations, particularly fault finding with a necessity for accuracy and correct safe manipulation of equipment and tools.</li> <li>Nature of role means the need to work in patient environment. Incidental contact with patient due to resolving faults in their vicinity. Need for articulate manner in liaising with other department's staff in advising of work being carried out and why.</li> <li>Oversee Maintenance Contractors on specific jobs. Acting in a supervisory role and determine work satisfactorily addressed.</li> <li>Ability to plan own workloads to operate in conjunction with other work specified by Team Leaders/Estate Officer, ensuring smooth interface. Embrace and develop the use of new technologies in areas of engineering maintenance and performance monitoring to provide agreed efficiency savings. (e.g. Handheld Electronic Job Management System).</li> <li>As necessary, working at height for scaffolding, towers and ladders. Also working at low levels and in confined spaces. This will involve some heavy work regimes, intense physical effort for brief periods, eg: calorifier bundles, manhole covers and motor removal/installation. It is more usual that any physical work will be contained and managed within manual handling guidelines.</li> </ol>
<b>Additional Duties</b>	<ol style="list-style-type: none"> <li>Understand and implement relevant statutory compliant procedures, considering Health Technical Memorandum in same light. Installation and checking to satisfy Water Regulation Advisory scheme, Legionellae Code of Practice, HTM 04, Ventilation HTM 003, HTM 02 Medical Gases Pipeline Systems, Sterilizers HTM 01, Washer Disinfectors HTM 01, Electrical Services HTM 06, BS7671, C&amp;G 2391/2391-52, and others as applicable. There will be a need to achieve the standard of "Competent Person", "Test</li> </ol>

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	<p>Person”, and “Authorised Person” as necessary to develop role.</p> <p>16. To undertake specialist-training courses when required to learn new techniques and to gain accreditation and certification with new systems and plant etc. which will enhance career development and gain a higher level of theoretical and practical knowledge.</p> <p>17. Courses are sometimes in-house or held at specialist centres off site, which may require travel out of normal hours in own time.</p> <p>18. All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>19. All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
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## IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<b>Duty of care</b>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<b>NHS standards of business conduct and professional registration</b>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<b>Living our values every day</b>	<p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>

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<b>Health and safety:</b>	Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare
<b>Infection prevention and decontamination of equipment:</b>	All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.
<b>Child protection/safeguarding</b>	All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.
<b>Confidentiality</b>	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</b></p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
<b>Mental Capacity Act 2005</b>	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
<b>Sustainability</b>	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
<b>Last updated</b>	19 November 2021