

Working for Atlas

Maintenance Assistant



Contents

Contents

- 1 Job Description 3
 - 1.1 Key Details..... 3
 - 1.2 Job Purpose & Role..... 3
 - 1.3 Key Duties and Responsibilities 3
 - 1.3.1 Main Duties..... 3
- 2 About Atlas 5
- 3 Key Relationships & Stakeholders 6
- 4 Person Specification..... 6
 - 4.1 Core Behaviours 6
 - 4.2 Qualifications & Experience..... 7

1 JOB DESCRIPTION

1.1 KEY DETAILS

Job Title:	Maintenance Assistant
Salary Scale:	Atlas Level 3
Business Unit:	Estates Division
Responsible To:	Estates Officer
Base:	Blackpool Victoria Hospital site
Contract Duration:	Permanent
Hours:	37.5

1.2 JOB PURPOSE & ROLE

The post holder will provide the necessary skills to carry out maintenance work at premises within the Blackpool, Fylde and Wyre, Lancaster and Morecambe areas and those organisations that have contractual arrangements with Atlas.

This will involve working effectively and being responsive to the users needs with the minimum of supervision, whilst also providing support to the multi-skilled maintenance crafts persons and contractor staff, in the repair, installation, service of hospital plant and equipment, site facilities and building fabric.

The post holder will be progressively trained with the intention of gaining increasing competence and to enable them to achieve and apply their ability at a higher craft and multi craft workers level and to carry out the majority of non-routine and also routine works.

1.3 KEY DUTIES AND RESPONSIBILITIES

Whilst not exhaustive, the following duties represent an indication of the key duties and responsibilities expected of the post holder.

1.3.1 Main Duties

The post holder will:

1. To support higher skilled grades across the Estates Department on new work and repair as required.
2. Undertake unsupervised routine maintenance and minor repair work that does not justify the attention of a fully qualified craftsman, related to his training and/or experience.

3. To assist/carry out the testing of fire alarms, hot water temperature checks, changing lamps, lampshades/diffusers etc., without supervision.
4. Recording meter readings in various departments on a monthly basis being able to interpret results and any abnormalities which may incur increased expenditure to the client.
5. Driving company vehicles for the purpose of carrying out maintenance/repair work or the collection of materials as instructed by the Estates Officer. Looking after the vehicle and all company equipment transported within the vehicle.
6. General cleaning duties as required, to include workshops, plant rooms, ducts, culverts, vehicles etc.
7. The safe erection, use, dismantling of tower scaffolding, ladders, steps.
8. Occasionally requested to work overtime at short notice.
9. Carry out PAT Testing to equipment owned by the Trust in client's private dwellings training available.
10. Support Maintenance Multi-Skilled Craftsperson's (higher level) in carrying out repair work.
11. Any other work which the Estates Manager/Estates Officer may require to be undertaken.
12. Responsible for health and safety, access and security when working in locked wards, health premises, learning disabilities and mental health accommodation.
13. Deal with new situations as they arise and advise Estates Officer of action taken.
14. To comply with all company policies and procedures.
15. Respond to and liaise with other members of the company staff who request assistance.
16. Be prepared to work in hazardous areas, confined spaces and on contaminated equipment taking all safety measures to prevent danger, avoid injury and prevent damage to equipment in accordance with company policy and safe working procedures i.e., the post holder will assist in the completion of risk assessments.
17. Be prepared to work in areas where they may be exposed to distressing or emotional circumstances (i.e. terminally ill patients on wards, mortuary etc.) on an infrequent basis.
18. To be conversant with local health and safety rules, local risk assessments, Health and Safety Handbook, fire safety rules, evacuation procedures and local COSHH register.
19. Ensure the security of all plant, equipment and buildings under the jurisdiction of the Estates Department.
20. Report to the Estates Officer plant or equipment failure and request in writing the supply of goods and/or services with reference to manufacturers manuals etc.

21. Be fully conversant with all company policies and procedures including: - Fire Safety, Infection Control, Health & Safety at Work Act, Control of Substances Hazardous to Health (COSHH) Regulations and Manual Handling guidance and safe systems of work.
22. Use and be competent in the use of all relevant tools and equipment within safety guidelines as necessary for the completion of works.
23. Notify immediately Estates Officer or equivalent of any problems within the properties that may be of danger to staff and members of the public. To ensure that incident forms are completed and co-operate with the investigation of any incident or untoward occurrence.
24. Respond to emergency situations as requested by the Estates Manager should an incident take place at any Health premises.
25. Be available to respond to any major incident situations where the Major Incident Plan (MIP) is activated.
26. Undertake an annual appraisal and performance review and identify development needs.
27. The post holder is required to work the hours as necessary to ensure continuity of service.
31. Other appropriate duties as required.

Please Note:

The job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances and following discussions with the post holder.

2 ABOUT ATLAS

As experts in healthcare facilities and property management, we deliver fully-managed healthcare facilities services and property management solutions to clients throughout Lancashire and South Cumbria.

We are a wholly owned subsidiary of Blackpool Teaching Hospitals NHS Foundation Trust. This means that we part of the Trust's group and the wider NHS family, but are a separate Limited Company, with our own business plan, board, management structure and staff.

Any profits that we make are used to help grow our business, provide additional employment, training and development for our staff, whilst helping to support the Trust's frontline clinical services, and the delivery of safe patient care.

Our healthcare facilities services and property management solutions encompass: Capital Developments, Estates Management, Facilities Management, Medical Engineering and Property Services.

Our teams ensure our clients properties and amenities provide the best environment for their customers, patients, staff and visitors.

Visit: bfwml.co.uk for further information.

3 KEY RELATIONSHIPS & STAKEHOLDERS

The post holder will:

To develop and maintain effective close working relationships and communicate regularly with a wide range of internal and external stakeholders, including:

- Client staff, across a wide range of disciplines
- General Atlas Staff across the Company

4 PERSON SPECIFICATION

4.1 CORE BEHAVIOURS

The post holder will be expected to demonstrate certain core behaviours, namely:

Adaptability/Flexibility:

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

Be committed and flexible to undertaking a range of tasks if necessary.

Have the ability to multi-task and manage time and workload efficiently and work to deadlines.

Customer Focus:

Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met and responds to internal and external customers.

Attitude & Initiative:

Have a friendly, approachable personality, with a good work ethic.

Have an excellent organisation skills and takes pride in their work, demonstrating attention to detail.

Tackles problems and takes appropriate action and practices self-development by seeking out new responsibilities, acting on opportunities and generating new ideas.

Interpersonal Skills:

Have good listening skills, builds strong relationships, is flexible/open-minded, communicates effectively, solicits performance feedback and handles constructive criticism.

Demonstrates professional behaviour at all times and can be entrusted with sensitive information.

Has confidence and the ability to build rapport with peers internally and externally

Teamwork:

Meets all team deadlines and responsibilities, listens to others effectively and values opinion. Helps to meet goals, welcomes newcomers and promotes a positive and collaborative team atmosphere.

Self-Development:

Seeks out and accepts feedback, is a proactive learner, takes on new assignments to improve skills, keeps knowledge and skills up to date and turns mistakes into learning opportunities.

Gaining Commitment:

Be able to encourage and motivate others to be committed to a course of action in order to achieve goals by using effective communication.

Behaviour:

The post holder is expected to ensure that their behaviour is consistent with Atlas values at all times and is expected to:

- Support the aims and vision of the Company
- Act with honesty and integrity at all times
- Be a positive ambassador for Atlas
- Demonstrate high standards of personal conduct
- Value and respect colleagues
- Work with others to develop and improve the services of the Company
- Uphold Atlas's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver
- Behave appropriately and professionally at all times, particularly when representing Atlas.

4.2 QUALIFICATIONS & EXPERIENCE

Criteria	Essential	Desirable
Education / Qualifications	<p>To have worked in an engineering environment for a minimum of 5 years.</p> <p>The ability to communicate with other staff within the organisation, patients, clients, visitors, and the general public.</p> <p>Have a good sound knowledge and a ranging experience of procedures for mechanical/electrical and building repair/maintenance work.</p> <p>A relevant certification or equivalent to City & Guilds or NVQ level 3.</p> <p>Hold a current and clean driving licence and be willing and able to commute between sites using company vehicles. This job requires the post holder to hold a valid and current driving licence.</p>	<p>Basic training in the use of access equipment; health and safety; COSHH; manual handling and back care awareness. Fire safety and management of violence and aggression.</p> <p>Abrasive Wheel Certificate.</p> <p>First Aid at work.</p> <p>City & Guilds Portable Appliance Testing.</p>
Knowledge & Experience: General	The initiative and capability to carry out a broad range of core tasks as described in the job description.	To understand the relationship of other trades and to contribute to cross trades

		working.
Knowledge & Experience: Specialist		Working knowledge of Legionella.