

JOB DESCRIPTION

Job Title: Maintenance Craftsperson (Electrical)
Band: Band 5
Department: Estates and Facilities
Responsible to: Estates Manager (Electrical)
Accountable to: Head of Operational Estates



JOB PURPOSE

To participate in the effective and efficient day to day maintenance / running of all types of engineering plant and equipment associated with a modern day NHS Foundation Trust Hospital, planning workload to suit service needs. This will include analysis of complex situations, making safe and making judgement to repair or replace components of engineering systems. Also include participation in planned shutdowns and react to unplanned major interruptions of service delivery all around the site.

Maintenance Craftsman / Craftswoman will be employed on work appropriate to their core specialist skills and should possess levels of flexibility and competence to allow them to perform the following:

Performs work including activities which are complex and/or non-routine. Responsible for calibration and fault finding on a wide range of engineering plant and equipment (Electrical distribution, lighting, fire detection, building control and automation, standby generator plant, security access control, CCTV, nurse call systems, Building Management System and data communications etc. Carry out Audits of emergency lighting systems, theatre operating lights, UPS/IPS condition surveys, Fixed wire testing remedial works, Nurse call condition survey and report back any failures or recommendations for repair/ upgrade

MAIN DUTIES AND RESPONSIBILITIES

- Undertaking maintenance, repairs, minor improvement and minor capital work across the Trust ensuring compliance with Trust safety standards and procedures.
- Diagnose and repair faults in Electrical Engineering and Mechanical installations, plant and equipment; to deal with new situations as they arise and pass on knowledge to others.
- Understand the workings of Electrical Systems in NHS buildings. Instruct others in the above features and other aspects of his / her work. Perform a wide range of work of other crafts. Manufacture, assemble, erect and install new work. Carry out repairs, maintain and efficiently run plant and equipment. Be conversant with various aspects of electrical Planned Preventative Maintenance. Use all relevant tools and equipment. Understand fully the inter-relationship between various maintenance crafts.
- Actively participate in the operation of the Estates / Facilities management system including completion of all paperwork required of the scheme. (Including completion of all job dockets and time sheets).
- At all times carry Trust communication devices (pager/smart phone) to facilitate immediate response to emergencies (Mexborough rapid response team).
- Have the ability to prioritise and plan own workload utilising the Trust's Planet FM Labour Management System using computer data, PC, and smart phone technology.
- To liaise with Engineering Team Leader regarding plant or equipment failures, and to request the supply of goods and/or services as necessary.
- Undertake fault finding on complex LV networks, critical systems and equipment. Using cause and effect analysis and detailed examination to gain a solution.
- Ability to interpret electrical panel and wiring diagrams to undertake non routine fault finding and rectification works.
- Experience in aspects of boiler plant and associated control systems, water softening plant, heating and air conditioning plant and control, compressed air plant, low voltage switchgear, electrical distribution, power and lighting circuits, fire alarm installations, emergency generation together with a thorough practical workshop knowledge.
- To be prepared to work in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment.
- Undertake periodic electrical testing and monitor results in accordance with the latest edition of the Wiring Regulations BS7671. Requesting remedial works of emergency isolations as and when required.
- Responsible for undertaking Electrical Installations in accordance with the latest edition of the Wiring Regulations (17th) & BS7671. Interprets and follows the regulations at all times. Undertakes inspection and commissioning tests for the installations and issues the appropriate

completion certificates. Notifies the Engineering Team Leader of any items that are non-compliant.

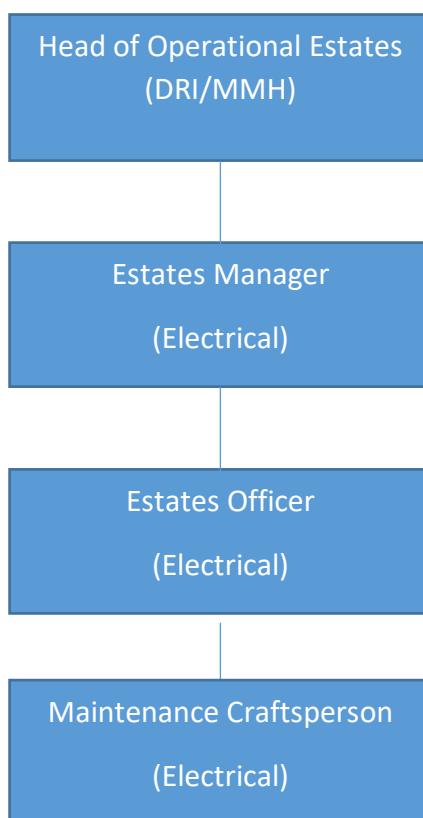
- Obligation to undertake training where necessary to learn new techniques, specifically in relation to specialised testing and maintenance routines.
- Possess the ability to communicate and liaise with all levels of staff on possible technical matters regarding essential maintenance.
- Undertake duties associated with competent person HTM 06-02 Electrical Safety Guidance for Low Voltage systems at times working under a permit to work procedure for Electrical Installations.
- Will be required to carry out maintenance and test routines associated with sterilizers and washer disinfectors following training to the standard required by HTM 2010, HTM 2030 and HTM 01-01.
- Awareness of Legionnaires preventative measures associated with Building Services.
- The Craftsman / Craftswoman may be required to participate in rotating shift working, weekend working and undertake work outside normal working hours at short notice to facilitate service demands. This may include a requirement to cover periods 'on call, Managing complex issues when called out to engineering problems, facilitating between site management and estates.
- Have the ability to prioritise and plan own workload utilising the Trusts Planet FM labour management system using computer data.
- Will be required to work at Doncaster Royal Infirmary, Montagu Hospital site and premises covered by Estates Department Service Agreements when necessary.
- Participate in the Estates Quality Improvement programme in seeking continuous development in the areas of service provision, service standards and customer satisfaction.
- Provide training, technical advice and support to Trainees, Apprentices and Maintenance Assistants.
- Adhere to statutory and other relevant requirements particularly related to Hospital Technical Memorandum, the Health and Safety at Work Act 1974, Electricity at Work Regulations 1989, COSHH, The Workplace (Health & Safety and Welfare) Regulations 1992 including the Regulations implementing European Community (EC) Directives. Have the Ability to carry out point of work risk assessments to ensure a safe work environment is maintained.
- Undertake work outside normal hours at short notice when not on call ie, emergencies, accidents, cover sickness and absences on the rota
- Multi skilled fault finding and safe isolations within our specialist's skill set
- Keep estates management team / manager up to date with operational issues and assist in rectifying maintenance schedule and PPM's

- Plan, schedule isolations, assist in contractors in carrying out works ie ventilation, LV distribution, lighting, emergency lighting, fire alarm, UPS/IPS, nurse call, Plan and carry out remedial works following eicr reports and update the management team on progress against guidance.
- To communicate effectively with wards and other departments to ensure standards of service delivery are maintained and the service user is fully informed of any works or isolations affecting their area of responsibility.
- Undertake work duties at any site across the trust including current or future sites which may include requirement to drive estates/trust vehicles
- Required to be a member of the fire alarm team and emergency response to lift entrapment release.
- Ensure stock levels and materials are available and up to date and assist with ordering materials. Ensuring asset management is correct and up to date.
- To be conversant with BMS and undertake training on the trust systems. Rectifying faults where required and to ensure systems are running correctly.
- Assist with surveys, costing and installations of minor new works
- Reporting of repairs that are needed/done whilst carrying out PPM's
- Emergency collections of materials needed for repairs.
- Providing induction training, advice, and support to persons under my control which includes new staff and apprentices
- To undertake CP and other appropriate training required to fulfil the job description.

SCOPE AND RANGE

Providing Engineering Maintenance and repair services as part of the Maintenance Team at DRI, Montagu hospitals residential properties and premises covered by Estates SLA's. Undertaking on-call duties to provide emergency response to requests outside normal working hours. Duties include unsupervised working and responsibility for co-ordination of own work plan, as well as direct liaison with Ward, Department personnel.

ORGANISATIONAL STRUCTURE



APPENDIX 1 - SPECIFIC TERMS

- All staff and volunteers working within the trust have a duty to be aware of their own and the organisation's roles and responsibilities for safeguarding and protecting children and young people, and vulnerable adults. You must be competent to recognise abuse, respond appropriately and contribute to the processes for safeguarding, accessing training and supervision as appropriate to your role. The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients. If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.
- You must be aware of and adhere to Health and Safety legislation, policies and procedures, to ensure your own safety and that of colleagues, patients, visitors and any other person who may be affected by your actions at work. You are reminded of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself and others; to officially report all incidents, accidents and hazards using the Critical Incident Reporting Procedure; to use safety equipment provided for your protection at all times and to co-operate with management in meeting statutory requirements.
- Maintaining confidentiality of information related to individual patients or members of staff is a very important aspect of your work within the Trust. Failure to maintain confidentiality of such information may constitute a serious disciplinary offence. Staff should also bear in mind the importance of sharing essential information with carers and others, with the consent of each patient. There will also be circumstances where critical risk information will need to be shared with partner agencies, subject to guidance and advice available from your manager. You should remember that your duty, to respect the confidentiality of the information to which you have access in the course of your employment with the Trust, continues even when you are no longer an employee.
- This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.