

Person Specification

Job Title: General Maintenance Assistant – Electrical (Shift Working) **Accountable to:** Estates Officer (Electrical)/Head of Maintenance

Criteria	Essential Criteria	Desirable Criteria
Qualifications	Experience of carrying out electrical maintenance work of a semi-skilled nature in building services environment, to an NVQ3 level or equivalent.	18 th Edition IEE regulations. Qualifications. City and Guilds 2391 Inspection and Testing certificate. Certified training in confined space working. City & Guilds 2377 certificate of competence for the inspection and testing of electrical equipment.
Experience	Experience of maintenance engineering trades in a range of settings. Able to work unsupervised in a variety situations which will require interaction with staff from other departments and patients /patients family. Able to communicate clearly and accurately both in verbal and written form. Be computer literate and able record data i.e. temperatures /times, meter readings etc in databases	Working in Healthcare Environment. Background in building services or construction Working at heights from mobile elevating working platforms.

<p>Technical Skills Competencies</p>	<p>Proven ability to demonstrate good problem solving and analytical skills.</p> <p>Be able to plan and organise day to day tasks or activities and reschedule where necessary.</p> <p>To demonstrate multi skilled approach to work</p> <p>Familiar with hand and power tools.</p> <p>Ability to work from drawings without supervision.</p>	<p>Ability to diagnose and repair faults in basic electrical installations, plant and equipment, to deal with new situations as they arise and pass on knowledge to others.</p> <p>Ability to fulfil a requirement to interpret and work from all instructions, drawings and specifications appropriate to original trade.</p> <p>Have an excellent understanding of the relationship of other Estates staff work to their own.</p> <p>Ability to liaise with clinical and non clinical staff of all levels.</p>
<p>Knowledge</p>	<p>Basic electrical theory</p> <p>Basic electrical fault finding and testing.</p> <p>Safe isolation disconnection and reinstatement of electrical equipment.</p> <p>Good knowledge of general engineering techniques.</p> <p>General knowledge of other trades allied to building services.</p>	<p><u>Health & Safety training</u></p> <p>Confined spaces</p> <p>Lifting and handling</p> <p>COSHH</p> <p>Mobile platform</p> <p>Asbestos awareness</p> <p>Knowledge of Legionella control and Air handling systems.</p>
<p>Other requirements specific to the role</p>	<p>Able to set deadlines and timescales for managing own workload.</p> <p>Able to be flexible with start/ finish times on occasion.</p> <p>Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary).</p> <p>Must be in possession of a driving licence (manual).</p>	

Personal Attributes	<p>Self-motivated, able to work individually and as a team member, willing to take on new ideas and training as necessary.</p> <p>Enthusiastic, diligent and willing to take on new ideas and training as necessary.</p> <p>Excellent communications skills as well as being courteous, tactful and well presented.</p>	<p>Able to liaise with Managers and Hospital Staff of all levels.</p> <p>Numerate.</p> <p>Self-Motivated.</p> <p>Ability to work on own initiative.</p>
Language requirement	Able to speak English as necessary to undertake the role	

Scoring Key:	
1	Does not meet criteria
2	Below requirement (serious shortcomings)
3	Acceptable level of competence (some shortcomings in performance)
4	Acceptable level of competence (quality evidence provided)
5	Exceptional standard

*HI – How Identified	
A	Application form
I	Interview
T	Test
P	Presentation

We are **caring** **one team** **listening to understand** **open and honest** **always improving** **inclusive**