



Person Specification / Interview Score Sheet

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

Criteria	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none">• Experience of carrying out mechanical maintenance work of a semi-skilled nature in building services environment, to an NVQ3 level or equivalent.	<ul style="list-style-type: none">• Qualifications or training in one or more or more disciplines:-<ul style="list-style-type: none">○ Plumbing○ Mechanical Building services○ Other relevant building or construction based disciplines.
Experience	<ul style="list-style-type: none">• Have an understanding of a range of work procedures and practices for building fabric and electrical and mechanical systems, some of which are non-routine, which require a base level of theoretical knowledge of building fabric and electrical and mechanical systems. This should be acquired through formal training or equivalent 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.	<p>Working in Healthcare Environment.</p> <p>Background in building services or construction</p> <p>Working at heights from mobile elevating working platforms.</p>

<p>Technical Skills Competencies</p>	<ul style="list-style-type: none"> • Proven ability to demonstrate good problem solving and analytical skills. • Be able to plan and organise day to day tasks or activities and reschedule where necessary. • To demonstrate multi skilled approach to work. • Familiar with hand and power tools. • Ability to work from drawings without supervision. 	<ul style="list-style-type: none"> • Ability to diagnose and repair faults in basic mechanical and plumbing installations, plant and equipment, to deal with new situations as they arise and pass on knowledge to others. • Ability to fulfil a requirement to interpret and work from all instructions, drawings and specifications appropriate to original trade. • Have an excellent understanding of the relationship of other Estates staff work to their own. • Ability to liaise with clinical and non-clinical staff of all levels.
<p>Knowledge</p>	<ul style="list-style-type: none"> • Basic mechanical and plumbing theory • Basic fault finding and testing of mechanical and plumbing installation. • Good knowledge of general engineering techniques. • General knowledge of other trades allied to building services. 	<ul style="list-style-type: none"> • <u>Health & Safety training</u> <ul style="list-style-type: none"> ○ Confined spaces. ○ Lifting and Handling. ○ COSHH. ○ Asbestos Awareness. ○ Knowledge of Legionella control and Air Handling Systems.
<p>Other requirements specific to the role</p>	<ul style="list-style-type: none"> • Able to set deadlines and timescales for managing own workload. • Able to be flexible with start/ finish times on occasion. • Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary). • Must be in possession of a driving licence (manual). 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Self-motivated and able to work autonomously but also as part of a complex cohesive team. • Enthusiastic, diligent and willing to take on new ideas and training as necessary. • Excellent communication skills as well as being courteous, tactful and well presented. 	<ul style="list-style-type: none"> • Able to liaise with Managers and Hospital Staff of all levels. • Numerate. • Self-Motivated. • Ability to work on own initiative.

Language requirement	<ul style="list-style-type: none"> • Be able to speak English as necessary to undertake the role 	Total Score
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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