

Job Description



York Teaching Hospital
Facilities Management

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|---------------------------------------|---|-------------------------------------|---------------------------------|
| Job Title: | Technician (Electrical) | | |
| Band: | Band 5 | | |
| Department: | Estates | | |
| Care Group: | YTHFM, Property and Asset Management | | |
| Reports To: | Electrical Services Supervisor | | |
| Accountable To: | Electrical Services Manager | | |
| Professionally Accountable To: | Head of Estates | | |
| Responsible For: | Installation and maintenance of assets | | |
| Main Base/ Site: | | | |
| Contract Status: | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Fixed Term | <input type="checkbox"/> Other: |
| AfC Reference Number: | 111/2023 | | |



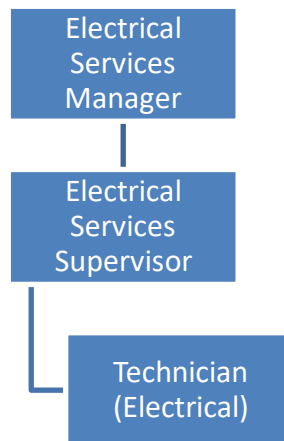
JOB SUMMARY

To provide a fully comprehensive Estates Management service to the Trust cover a wider range of tasks, including service, maintain and install a full range of systems across the Trust sites to ensure maximum life utilization, reliability, and statutory compliance of its equipment. The post holder will conduct statutory and legislative testing, evaluating the results ensuring they are satisfactory and where not any remedial action taken. This is to ensure we provide a safe environment for Patients, Colleagues and Visitors. The post holder will provide support, share technical knowledge, and give guidance to colleagues and contractors, such as apprentices. The postholder may be asked to participate in an on-call rota.

RESPONSIBILITIES

To deal with new situations as they arise and regularly provide training and give instruction to other experienced colleagues. Providing and receiving relevant training from colleagues and other organisations as required.

ORGANISATIONAL CHART



KEY RELATIONSHIPS

- Theatre Colleagues
- Ward & Departmental Colleagues
- Engineering Managers
- External Authorising Engineers
- Trade Colleagues
- Staff from other organisations occupying trust buildings
- Engineering Contractors

KNOWLEDGE AND SKILLS

1. Communication and Relationship Skills

- Ability to understand and communicate complex Estates technical information (this will include engineering systems that contain Electrical, mechanical, and fluid/pressure elements) to service users, technical staff, and contractors.
- Be able to communicate effectively both verbally and written with a range of internal and external colleagues at all levels.
- Communicate with service leads where it is required to isolate systems and services within live departments. Persuasive skills are required where areas will need to be decanted or work without power/water for extended periods.

2. Knowledge, Training and Experience

- The Post holder will be qualified, trained and competent to provide Electrical services to meet business need.
- The post holder must also have completed an accredited trade specific qualification at Level 3. The post holder will have needed to have completed further development (normally 2 years post initial apprenticeship training) following completion of the trade specific qualification to ensure they have gathered the specialist expertise and knowledge required to deliver the service, across a range of technical subjects listed below. This is to ensure the post holder can carry out the statutory tasks required in these areas:
 - Low Voltage (CP)
 - High Voltage (CP) (where applicable to site)

AfC Reference:

- BS7671 (as amended)
- Inspection & Test (2391)
- LOLER
- Asbestos
- Confined spaces
- First Aid Training

In addition, if applicable in order to meet on-call services, the following will be required and training provided:

- Ventilation (CP)
 - Pressure Systems (SP)
 - Medical gas (CP)
 - Air conditioning and refrigeration
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- The Competent Person (CP) and Skilled Persons (SP) disciplines require formal courses to develop theoretical knowledge of the subject, a formal examination to be successfully passed (registered by the appropriate body), followed by independent study and experience of the systems contained within each Hospital environment. There is then a formal appointment interview carried out, to ensure the individual has the correct expertise within the specialism, prior to the individual being able to carry out tasks on the relevant systems. The formal training and examination process must be repeated every three years prior to a review and reappointment. The postholder will be expected to carry out planned maintenance within their specialisms and a vast amount of reactive maintenance to ensure continuity of service within critical & non-critical areas.
 - The post holder will continually take on board new skills and participate in training to improve efficiency within the Estates Department.

3. Analytical Skills

- To diagnose and repair faults in installations, plant and equipment.
- To understand the principal workings of all plant and equipment to be able to make competent judgements when provided with conflicting information from reports, visual or audible indications.

4. Planning and Organisational Skills

- To work outside of normal working hours, when required, to carry out tasks and complete work.
- To organise, prioritise and coordinate own work and that of colleagues, junior members of the team and specialist contractor, to reduce downtime of Trust assets, equipment and space. Planning meetings with service users for complex tasks such as the isolation of systems for working in critical areas, these would include operating theatres and sterile services departments.

5. Physical Skills

- To drive Estates vehicles to transport trust equipment and tools to remote sites at short notice.



- To manufacture, assemble, erect and install new work. To use all relevant fine tools and test equipment to accurately calibrate machinery to a tight tolerance (as set by the appropriate national standard) in a safe manner.

6. Responsibilities for Patient/ Client Care

- **Assist patients/clients/relatives during incidental contact.**
- Where applicable participate on an out of hours emergency call out rota to provide a rapid response to urgent estates issues.

7. Responsibilities for Policy and Service Development

- To actively participate in Estates Service Groups bringing forward and implementing policies and procedures to improve the efficiency of the Estates Department.
- To constantly strive to improve health and safety in own work area and throughout all working environments, reviewing and updating Method statements and risk assessment and bringing proposed changes to the Estates Service Groups and implementing changes to working practices for the service.

8. Responsibilities for Financial and Physical Resources

- The post holder is responsible for installation, maintenance and repair of the Trust's assets and premises.

9. Responsibilities for Staff/ HR/ Leadership/ Training

- The post holder is expected to provide training both practical & theoretical to junior members of the team on a regular basis. The post holder will train and develop engineering apprentices during their initial multiyear apprenticeship programme and check task carried out by apprentices under their charge.
- The post holder is expected to provide professional day to day supervision to apprentices & junior members of the team.

10. Responsibilities for Information Resources

- To complete data entry as required supporting the Labour Management System (LMS) and Building Management System (BMS). Receiving and giving training in both areas as systems develop.
- Utilise computer programs to generate detailed engineering validation reports for complex machinery including sterilisers, washer disinfectors & electrical systems.
- Utilising Computer Aided Design (CAD) to produce & update engineering drawings.

11. Responsibilities for Research and Development

- On a regular basis, undertake equipment testing for all new equipment as required by legislation and guidance, undertakes conditions surveys of equipment, making adaptations to systems as required.

12. Freedom to Act



AfC Reference:

- To undertake work appropriate to their core specialist skill to an above base level in an environment where work is managed rather than supervised.
- The post holder is expected to work within legislative & national guidance documents standards. The post holders work will be assessed in line with these standards on a regular basis.

EFFORT AND ENVIRONMENT

13. Physical Effort

- The post holder is required to exert light physical effort as an ongoing requirement during each period of work.
- The post holder will be expected to exert intense physical effort for short periods during each period of work.

14. Mental Effort

- To complete work to a high standard where concentration is required and prioritisation between tasks is needed.
- The Post holder is required to concentrate for prolonged periods to produce validation reports on complex equipment including sterilisers. These reports are expected to take 3-4 hours to produce.
- The post holder is expected to be able to be interrupted during validation report work to carry out emergency breakdown work.

15. Emotional Effort

- Exposure to distressing or emotional circumstances is rare.

16. Working Conditions

- To carry out repairs, maintain and efficiently run plant and equipment in extreme environments and in unpleasant working conditions as a routine part of the role.
- The post holder will work in engineering plant areas and be required to work outside throughout the seasons.

KEY VALUES

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;

AfC Reference:

- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS:

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.

JOB AGREEMENT:

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|-----------------------------------|--|
| Job Holder (PRINT NAME) | |
| Job Holder (SIGNATURE) | |
| Date | |

AfC Reference:

Recruiting Manager
(*PRINT NAME*)

Recruiting Manager
(*SIGNATURE*)

Date



Person Specification

Technician (Electrical)

| Criteria | Essential | Desirable |
|---|--|---|
| Education, Qualifications and Training | <ul style="list-style-type: none"> The current driving license should not amass 12 points within any 3-year period. For new drivers they should not amass 6 points within the first 2 years of passing their test. Driving category for a Car is B. The post holder must have completed an accredited trade specific engineering apprenticeship (3-4 Years). Low Voltage (CP) High Voltage (CP) (where applicable to site) BS7671 (as amended) Inspection & Test (2391)* LOLER* Asbestos* Confined spaces* First Aid Training* <p>*These training items are essential for the role and if not held on appointment must be obtained within the first 2 years of appointment.</p> | <ul style="list-style-type: none"> Clean driving licence Ventilation (CP) Pressure Systems (SP) Medical gas (CP) Air conditioning and refrigeration Water Services training |
| Experience and Knowledge Required | <ul style="list-style-type: none"> The post holder will have completed further development (normally 2 post years initial apprenticeship training) gathering specialist expertise in Electrical knowledge across a range of technical subjects in a commercial (not residential) setting | <ul style="list-style-type: none"> Specialist expertise in Health service knowledge across a range of technical subjects listed below, to enable them to carry out statutory required tasks in the areas. Knowledge and experience of electrical infrastructure and emergency generator supply. Formal training/experience steam generating boilers. Formal training/experience of Endoscope washer disinfectors. |

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|--|---|---|
| | | <ul style="list-style-type: none"> • Formal training/experience of Schneider Controls computer control equipment. • Formal training/experience of intelligent fire alarm systems. • Experience of electronic nurse calls systems. • Experience of pneumatic controls systems. • Formal training/experience of electronic equipment and control. • Formal training/experience access control systems and alarms. • Formal training/experience of electrically powered vehicles. • Formal training/experience of CAD. |
| Skills and Attributes | <ul style="list-style-type: none"> • Excellent communication skills. • Ability to organise and prioritise. • Ability to lead small teams of trained engineering personnel. • Able to motivate staff to ensure deadlines are achieved. | |
| Aptitude and Personal Qualities | <ul style="list-style-type: none"> • Flexible & adaptable. • Ability to work as part of a team • Ability to work in confined spaces | |
| Values & Behaviours | <ul style="list-style-type: none"> • Ability to demonstrate our organisational values and behaviours: • We are Kind. • We are Open. • We pursue Excellence. | |

