



JOB DESCRIPTION

| Section 1 | |
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| JOB TITLE: | Maintenance Craftsperson (Joiner) |
| PAY BAND: | Band 4 (+ Multi Skilling agreement) |
| Section 2 | |
| LOCALITY / DEPT: | Estates and Facilities Management |
| ACCOUNTABLE TO: | Estates Maintenance Manager |
| REPORTS TO: | Maintenance Supervisor |
| RESPONSIBLE FOR: | Day to day Joinery / Building & maintenance repair, planned inspections and improvements to the Trusts buildings and other agencies |
| JOB SUMMARY: | <ul style="list-style-type: none">• The post holder will provide the necessary maintenance skills to ensure the safe and continuous operation of the building fabric of the Trusts properties.• The post holder should be able to demonstrate assessed competence achieved through training and experience that he / she has an effective, efficient and multi – skilled approach to all aspects of building maintenance.• The post holder will have a certain amount of freedom to act on his / her own initiative and will be working to and interpreting general construction principles, organisational and broad occupational policies.• The post holder will be part of a multi-skilled, multi discipline team and will provide standard 37.5 hours/week, Monday to Friday working and an out of hour's emergency on call service to the Trust and other agencies.• The post holder will be required to drive Trust vehicles. |
| LIAISES WITH: | Trust Estates Managers, Supervisors, Craftsperson, Ward or Departmental Staff and Customers |
| Section 3 | |
| <u>KEY RESPONSIBILITIES:</u> | |
| <ol style="list-style-type: none">1. To undertake work in a safe and effective manner complying with all relevant safety legislation and procedures and complying with the Estates Department Health & Safety Procedures manual on all works undertaken.2. To undertake a multi-skilled approach to a wide range of work of other trades as appropriate, under the terms of the Estates Department Multi-Skilling and Flexibility Agreement The Estates Department Multi-Skilling and Flexibility Agreement encompasses the whole workforce and the main points of the agreement are:- Technician, Craft Workers and Maintenance Assistants of different trades will work flexibly together utilising a range of different skills outside their own trade. In accordance with Trust Multi trade Matrix Technicians, Craft Workers and Maintenance Assistants will undertake tasks outside their own trade which are directly associated with their own work consummate with their proven knowledge, skills and training.3. Must be willing to carry a mobile smartphone to facilitate response to Estates related emergencies and the carrying out of day to day work load which will be automated through a link of the Labour Management System and smartphone device.4. To contribute to the Estates Operational Forum, which is made up of operational staff and managers whose aim is to exchange information and ideas to ensure the smooth running of the Operation Estates Department.5. To be able to carry out a risk assessment of each job situation with regards to providing a safe environment for the job. To contribute to the departmental risk register through the Risk Assessment Group. | |

6. Be willing to work overtime in emergency situations
7. To undertake training to enhance multi-skilled techniques, to keep abreast of new technology and legislation and to comply with the Trusts requirements for Core training.
8. To instruct others in aspects of their work relating to their original trade.
9. To participate in a locally agreed On Call Rota to cover out of hours emergency works.
10. To undertake all work from the interpretation of all instructions, drawings and specifications appropriate to their trade without supervision.
11. To be able to work at heights safely, often in inclement conditions using the appropriate access equipment.
12. To be able to work in confined often-humid areas.
13. To liaise with contractors.
14. To undertake the inspection of small maintenance and installation works carried out by contractors and to advise Supervisor/Manager of completion to enable authorisation for payment.
15. To attend training courses provided by the organisation and complete mandatory training as required
16. These key responsibilities do not form an exhaustive list and are only a summary of the main areas of responsibilities.

Section 4

1. HEALTH AND SAFETY

All staff have a general duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of practice relating to the work area should be observed.

2. INFECTION PREVENTION AND CONTROL

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies, and make every effort to maintain high standards of infection prevention at all times in accordance with The Health and Social Care Act 2008: code of practice on the prevention and control of infections and related guidance (2015). All staff employed by Cheshire and Wirral Partnership NHS Foundation Trust, and any contracted staff have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas, between each service user contact and after any clinical or cleaning task.
- Relevant staff members must attend an annual face to face training session or complete the e learning session provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to others have a duty to contact the IPCT and Occupational Health.

3. EQUALITY AND DIVERSITY

To value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.

4. COMPETENCY OF HEALTH PROFESSIONALS

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in Continuing Professional Development.

5. STAFF INVOLVEMENT - INDIVIDUAL RIGHTS & RESPONSIBILITIES

To work in partnership to achieve service objectives and promote a culture of working together through good communications, openness and honesty.

6. SAFEGUARDING

Everyone within CWP has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. Every adult has a responsibility to protect children and as employees of the Trust we are duty bound always to act in the best interest of a child about whom we may have concerns.

7. KSF

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

8. SUPERVISION

To take responsibility for personal development by accessing appropriate supervision and personal development as per CWP supervision policy.

Section 5**PERSON SPECIFICATION**

| | Essential | Desirable | Method of Assessment |
|--|---|---|-----------------------------|
| Qualifications | <ul style="list-style-type: none">• Must have served a recognised apprenticeship / and be able to produce proof• Must have a City & Guild advanced craft certificate, or relevant NVQ Level 3• Must have a valid driving licence for motor vehicles group A (car/van)• Must have access to a car or van for use at work. | <ul style="list-style-type: none">• Health & Safety qualification• Manual Handling training• Working at Heights training.• Asbestos awareness training• Certified in the erection of quick fit tower type scaffolding | |
| Knowledge and Expertise | <ul style="list-style-type: none">• Must demonstrate a thorough experience of working on building fabrication• Must be competent to undertake work on the types of systems and plant such as doors, frames , windows floors, roofs & walls for which the appointment is sought• Must be able to demonstrate a multi-skilled approach and be willing to learn new techniques | <ul style="list-style-type: none">• To have worked in a healthcare of social care environment• Have experience of construction work | |
| Experience | <ul style="list-style-type: none">• Must have a minimum of 4 years' experience | | |
| Analytical and judgemental skills | <ul style="list-style-type: none">• Must be able to investigate and fault find on a range of specialist door entry systems• To have a wide knowledge of all types of locking systems and undertake necessary repairs.• Must be able to assess installations for compliance with regulations• Must be able to estimate quantities of materials to be used on specific jobs• Must be able to set out work and interpret instructions from drawings and specifications• Must be able to interpret manufactures installations, maintenance and fault finding instruction and apply them to specific situations | | |
| Personal skills | <ul style="list-style-type: none">• Must be physically capable of undertaking the duties described in the job description | <ul style="list-style-type: none">• To be computer literate | |

Section 5**PERSON SPECIFICATION**

| | Essential | Desirable | Method of Assessment |
|--|--|------------------|-----------------------------|
| | <ul style="list-style-type: none"> • Must have highly developed physical and accuracy skills to perform a range of complex investigations and repairs • Must be able to communicate clearly information both written and verbally to colleagues, staff and patients and communicate technical issues to other maintenance staff • Must be able to deal continuously with staff, patients and visitors • Must be able to plan and organise on-going maintenance and installation activities with regard to other people/trades involved • Must be able to instruct staff and patients on the correct use of equipment • Must be able to follow departmental policies and be able to comment on proposed changes in the light of their experiences • Must be able to record information and update records • Must be able to work both as a team member and with the minimum of supervision out in the field • Must be able to work in a customer focused environment • Must have access to a vehicle and be willing to use it for work purposes | | |

To be completed by HR

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| Job Number: | 1221 | Version No: | | Issue Date: | 26/07/2018 |
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| Jurisdiction of JD: | | | | | |