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Stockport NHS Foundation Trust

Job description and person specification
Maintenance Technician Multi-Skilled (Mechanical & Plumbing Bias)

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Job Title: Maintenance Technician, Multi-Skilled (Mechanical & Plumbing Bias)		**AfC Reference No:** EST/SS/ME/043/ JF1
Business Group: Estates & Facilities		**Band:** 5
Staff Group *Please indicate* ✓ *This section must be completed*	• *Administrative Services* • *Allied Health Professionals* • *Health Science Services*	• *Nursing and Midwifery* • *Support Services* ✓
Hours or Programmed Activities: 37.5 hours per week	**Base: Stepping Hill Hospital**	

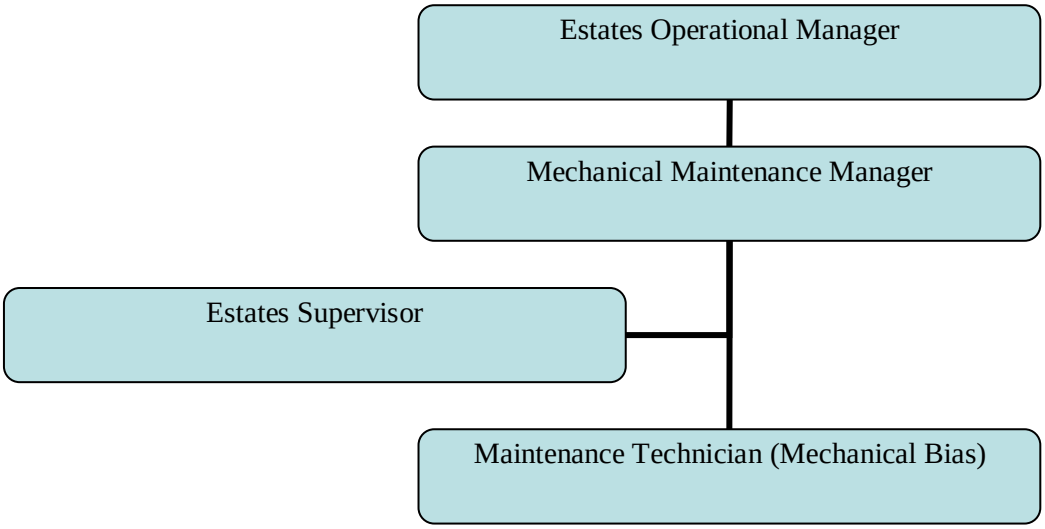
Accountable to: Mechanical Maintenance Manager

Responsible for: Technical guidance to Trade staff and contractors working on the Hospital site

Professionally Accountable to: Not Applicable

Job Summary:
The post holder will be employed as a multi-skilled Technician to undertake work appropriate to their core skills throughout Stockport NHS Foundation Trust premises comprising mainly Stepping Hill Hospital, The Devonshire Centre, and premises owned and/or maintained by Stockport NHS Foundation Trust. Key responsibilities will be general plumbing and maintenance of all mechanical systems including pipework, ventilation and all associated plant and equipment including controls.

Organisation Chart



JOB DESCRIPTION

Main Duties and Responsibilities

- The primary responsibility will involve
    - Maintenance of pipework systems including steam, heating, domestic hot water, medical gas and drainage including associated plant and equipment.
    - Maintenance of ventilation systems within buildings incorporating associated mechanical plant and equipment.
    - Maintenance of hydrotherapy pool equipment
    - General plumbing including sanitaryware.
- The post holder will be required to have knowledge of electrical & mechanical services including an up to date knowledge of relevant statutory regulations and health and safety guidance.
- Observe the provisions of and adhere to all Trust policies and procedures.
- On receipt of training act in the role of competent person for multiple disciplines including Ventilation, Water, Pressure Systems and Medical Gas Pipeline Systems.
- To follow instruction of the trust Authorised Persons and guidance of the trust appoint Authorising Engineers in respect to HTM compliance and safe systems of work.
- To undertake reactive and planned maintenance work across all mechanical systems as dictated by line manager, prioritise daily workload and submit accurate feedback using trust CAFM system.
- To diagnose and identity faults in mechanical installations, plant and equipment and using knowledge and experience to resolve the problem.
- To contact external support and/or source spare/replacement parts where required in response to equipment breakdowns.
- To gain knowledge of mechanical installations in new developments as they are placed into service.
- To act as Team Leader for in house staff and contractors and to offer assistance and technical support/instruction where required or instructed by Estates Managers.
- As directed by the line manager the post holder may be required to manufacture, assemble, erect and install new mechanical plant and equipment as and when appropriate.
- To use all relevant tools and equipment for example power tools, welding plant etc.
- To attend training courses, both internal and external to the Trust as necessary for the post including working at heights training.
- To understand fully the inter-relationship between the various maintenance crafts.
- To undertake where requested by line manager routine tasks associated with another trade/craft. This may be carried out with or without colleagues from another trade/craft. All tasks performed under such circumstances must be within health and safety regulations.
- To supervise and instruct band 4, band 3, and band 2 trades when undertaking fault diagnostic work on systems.
- To undertake training to enhance multi-skilled techniques, to keep abreast of new technology and legislation and to comply with the Trusts requirements for mandatory training.

- To undertake any other duties which is deemed appropriate to the band when requested by Estates Management.
- To be able to work flexibly when the service to the hospital demands and to be available to work as part of the Rostered Saturday Overtime schedule.
- The post holder will be required to participate in the Estates Directorate's operations "on-call" rota.

Decontamination.

- On receipt of training to undertake decontamination testing and verification to HTM 01-01, covering the testing and validation of various types of decontamination equipment to be used for the reprocessing of medical devices (porous load sterilizers, sterilizers for unwrapped instruments and utensils, and washer-disinfectors).
- To produce testing and validation reports, interpret the results and report to Decontamination Authorised Person and Authorizing Engineer.
- Interpretation of validation reports and complex test data and report anomalies to the Operations Manager.
- To arrange with colleagues that site cover is always available to meet the statutory need of testing and validation of decontamination equipment.

Building Management System (BMS)

- To possess the necessary PC skills to work with the computer controls for heating and ventilation systems throughout the trust.
- To understand BMS digital and analogue input and output points and their application within control systems.
- To be able to adjust set points for temperature to maintain comfort heating to buildings.
- To be able to set up logs on the BMS computer in order to produce reports on environment conditions and space heating.
- To analyse data logging reports and interpret the data to produce analysis summary report.
- To be able to trace faults on the controls system and associated equipment and work with electrical engineers to rectify faults.
- To have the ability to re-load control software to remote BMS controllers on the network.
- To undertake energy audits when required and report findings.
- To offer advice and guidance when adjusting environmental control parameters and to liaise with Clinical colleagues to achieve a suitable environment for the relevant clinical activity.

Communications

- To have the ability to communicate with all levels of management, staff, patients and members of the public.
- The post holder may be required to demonstrate and instruct aspects of his/her own role to other staff members, for example the instruction of apprentices and assistants.
- To be responsible for completing and signing off job dockets and submission of daily written worksheets to his/her line manager.

- To assist and share knowledge with other skilled grades on new work and repairs.
- To produce and interpret complex reports related to decontamination, thermal imaging, electrical test and inspection, and to produce recommendation for remedial works.
- To attend meetings and present information to senior managers for assurance and compliance.
- To meet with Trust staff at all levels to arrange system shutdowns and report completion of works, testing and inspections.

Responsibility for Patient Care

- Direct responsibility for ensuring that decontamination equipment is tested, validated reports produced and therefore available to process surgical instruments.
- Direct responsibility for managing the patient environment through the Building Management System (BMS).
- To assist the Trust in reducing healthcare associated infections you should be familiar with the Trust's Hand Decontamination Policy, attend mandatory training in Infection Prevention & Control and be compliant with all hand hygiene standards at all times.
- To maintain confidentiality and abide by the Data Protection Act.

Planning and organising

- Responsibility for producing shift workers rotas.
- Responsible for planning works and producing risk assessments, method statements and permits to work.
- Responsible for planning work activity in compliance with Health & Safety legislation thereby ensuring a safe working environment.
- Allocate work to colleagues and technical advice/guidance.

Responsibilities for Physical and / or Financial Resources

- Ensure safe and efficient use of equipment, resources and consumables at all times.
- Responsibility for providing advice on financial issues and financial or budgetary information
- Responsibility for use and security of assets including own use and ensuring correct use by others.
- To be responsible for completing and signing off job dockets and submission of daily written worksheets to his/her line manager.
- To be aware of, comment on and/or actively participate in changes on policies, procedures or service developments.
- To embrace and support line management and the department in making service improvements effective within the workplace.
- Responsibility for Policy and Service Development and Implementation.
- To be aware of, comment on, and/or actively participate in changes on policies, procedures or service developments.

Responsibility for Policy and Service Development and Implementation

Responsibilities for Human Resources and Leadership

- To offer technical advice and leadership to colleagues, Trade staff and contractors as required by managers.

Responsibilities for Teaching and Training

- To cascade training to trade staff and colleagues as required by line managers.

Responsibilities for data and information resources

- To participate in collation of data from data logging exercises on LV systems and environmental conditions.
- To produce testing and validation reports, interpret the results and report to Decontamination Authorised Person and Authorizing Engineer.
- Interpretation of validation reports and complex test data and report anomalies to the Operations Manager.
- To develop an annually periodic programme of testing & maintenance for the Trust Sterilizers.

Research, Development and Audit

- To provide information for audit purposes.

Physical Skills and Effort

- To drive the Trust vehicles where necessary.
- To use power tools and portable hand tools.
- To be computer literate and capable of producing reports, letters and spread sheets for data analysis.
- To work in hot and confined plant rooms and areas in hot and humid conditions.
- To work at height from appropriate access equipment.

General Duties for all employees

- To assist the Trust in reducing healthcare associated infections you should be familiar with the Trust's Hand Decontamination Policy, attend mandatory training in Infection Prevention & Control and be compliant with all hand hygiene standards at all times.
- To be familiar with and follow health and safety policy and procedures and to be aware of individual responsibilities under legislation, drawing any areas of potential risk to the attention of managers.
- To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

- The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.

Hand Hygiene

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

Safeguarding

All Stockport Foundation Trust employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children, young people and vulnerable adults. Familiarisation with and adherence to the policies and procedures relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding procedures and who to contact within the Trust for further help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

Prevention

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long term conditions.

Data Protection, Confidentiality and Information Governance

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Health & Safety

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work

Harassment & Bullying

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Dignity & Respect

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

Quality Improvement

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement and we expect everyone to contribute to improving our services by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation and quality assurance.

No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust’s Disciplinary Policy & Procedure.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder

Date:

Manager's Signature: _____

Postholder's Signature: _____

PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Post: Maintenance Technician Multi-Skilled (Mechanical & Plumbing Bias)

Band: 5

Requirements	Essential (E) / Desirable (D)	Assessment Method – Application Form (AF) / Assessment Centre (AC) / Interview (I) / References (R)
Education & Qualifications		
Recognised Mechanical or Plumbing Apprenticeship.	**E**	**AF/I**
Level 3 City & Guilds Advance Craft Certificates or equivalent e.g. NVQ L3, BTEC L3	**E**	**AF/I**
Good education standard.	**E**	**AF/I**
HNC/ONC in Mechanical Engineering.	**D**	**AF/I**
CP Ventilation.	**D**	**AF/I**
CP Water Safety	**D**	**AF/I**
CP Boilers & Pressure Systems.	**D**	**AF/I**
CP Medical Gas Pipeline Systems.	**D**	**AF/I**
City & Guilds 2391.	**D**	**AF/I**
Knowledge		
Able to communicate effectively.	**E**	**AF/I**

Knowledge of Health and Safety and Risk Management techniques. Intermediate/advanced PC keyboard skills. IOSH certificate in H&S.	**E** **D** **D**	**AF/I** **AF/I** **AF/I**
Experience Relevant works maintenance background. NHS Estates background. Experience of mechanical plant maintenance. NHS Estates background. Experience of Building Management Systems. Experience in Decontamination testing/validation.	**E** **D** **E** **D** **D** **D** **D**	**AF/I** **AF/I** **AF/I** **AF/I** **AF/I** **AF/I**
Skills & Abilities Motivation and Attitude: Able to work under pressure. Able to work under own initiative. Current Driving License. Good communication skills.	**E** **E** **E** **E** **E**	**I** **I** **I** **AF/I** **I**
Work Related Circumstances Occupational Health Clearance		