

JOB DESCRIPTION

<u>JOB TITLE:</u>	Maintenance Craftsperson - Joiner
<u>GRADE:</u>	4
<u>DEPARTMENT:</u>	Estates Department
<u>LOCATION:</u>	Carleton Clinic
<u>RESPONSIBLE TO:</u>	Estates Supervisor
<u>ACCOUNTABLE TO:</u>	Operational Estates Manager

MAIN PURPOSE OF THE JOB

To undertake, without supervision a variety of joinery/building maintenance and new works tasks which would include:-

- Joinery repairs
- Door ironmongery (door closures, locks, fittings, etc)
- Wall and plastering repairs
- Tiling
- Brick work & concreting
- External footpaths and roadway repairs
- Drainage/guttering
- Roof repairs
- Flooring
- Furniture and equipment assembly and repair
- Window repairs and replacement (inc glazing films, etc)
- Periodic inspection of all fire doors, panic bars and other items as directed by their supervisor, under the Planned Preventive Maintenance Programme.
- Installation and re-fixing of all types of ceilings, (inc suspended)

This would include using plant and equipment in accordance with relevant legislative standards and operational procedures to ensure the fabric of the hospital is maintained and to provide a safe environment for patients, public and staff.

Be expected to produce work to a consistently high standard across the whole range of duties and applications required.

Shall be prepared to undertake additional training in order to fulfil the requirements of the post, satisfy new regulations/legislation or to further to develop the duties.

To interpret and work from instructions, drawings and specifications, with a minimum amount of supervision.

To report all observed fault conditions and untoward incidents to immediate Supervisor.

To provide and maintain in good order, all tools and equipment in accordance with good workshop practices. Tools and equipment will be provided by the Trust.

All work will be undertaken in accordance with the Trust's operational procedures and associated house rules and in accordance with relevant legislative standards to ensure a safe environment for patients, public and staff.

The post holder will be expected to play a full and active part as a member of a multi-disciplinary Estates team which will require a high level of cross trade flexibility.

To participate in the Estates Department return to work system, this may necessitate returning to work to attend to emergency situations, which can't be dealt with solely by the on-call craftsperson. This will require the post holder to have their contact telephone number made available to the Estates On-Call Officer.

Liaises with Supervisor on planning of work, work progress, obtaining materials, safety equipment and tools.

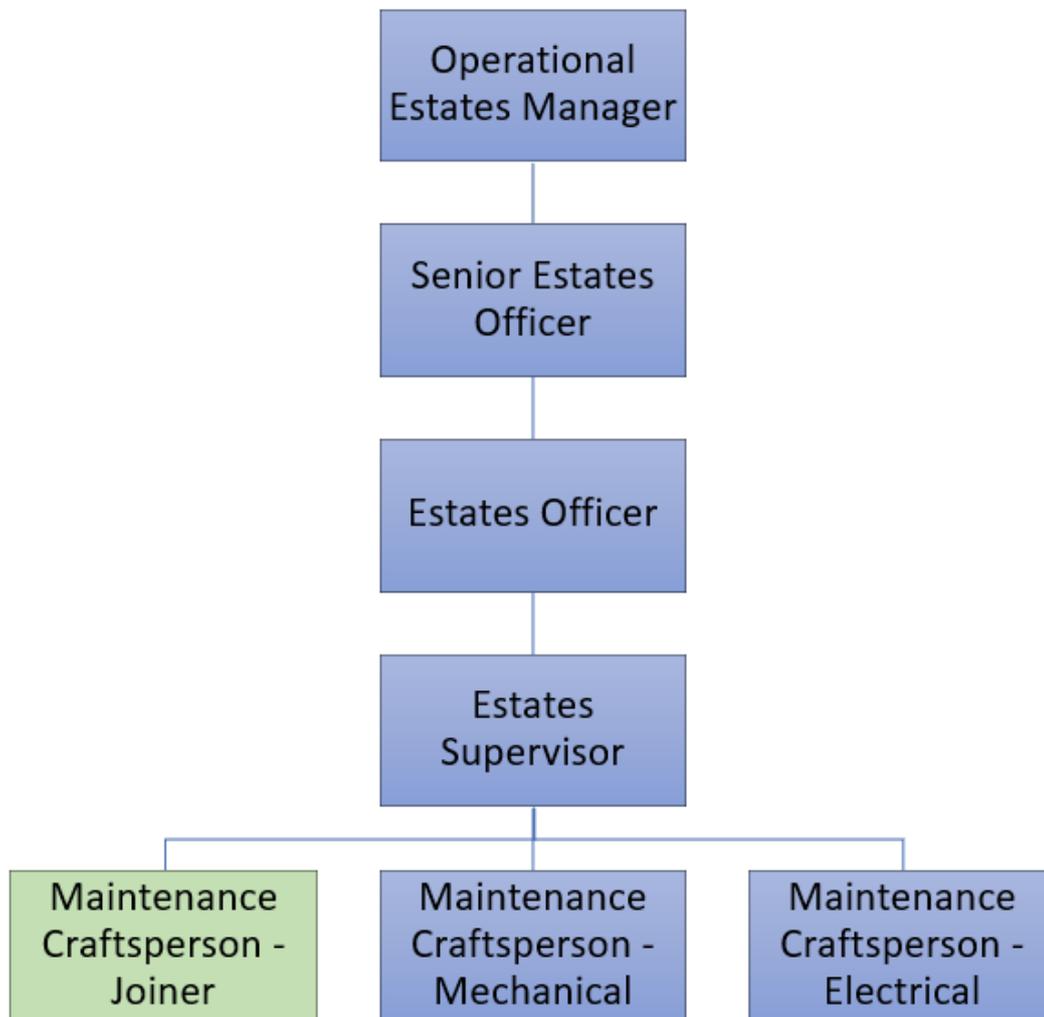
VISION AND VALUES

Our Vision is: "To be a leader in the delivery of high quality care and a champion for those we serve"

Our Values are:-

- Caring Compassionate
- Respectful
- Honest and Transparent

ORGANISATIONAL CHART



COMMUNICATION & RELATIONSHIPS

Ensure effective working relationships with;

- All members of the Estates Department
- All Staff, Service users, customers and Visitors
- All departments within NTW Solutions and Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust
- Contractors
- Suppliers
- Members of the public

Liaises with Clinical managers, ward staff, department's staff and home leaders to gain access to carry out duties.

Liaises and works in partnership with other Estates staff and facilities contractors where work requires multiple persons or multiple trades.

Liaises and works in partnership with other facilities staff where work involves other services such as capital work or emergencies.

Participate in effective two-way communication on all aspects of Estates related issues, including identification and application of technical theoretical building principles and their relevance to practical situations with senior Estates professionals.

KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE

Essential:

- The post holder must have completed a recognised and registered indentured apprenticeship, with a City and Guilds carpentry and Joinery certification or equivalent.
- Must demonstrate good understanding of health & safety.
- Broad experience of all related Estates activities.
- Sound knowledge of health and safety legislation.
- Ability to work in confined spaces, at height.
- Ability to work on own initiative.
- Ability to justify decisions and responsibility for actions.

The post holder will have previous general experience in service, maintenance, and repair of the following types of equipment;

- Door locks and closures
- Roller shutters
- UPVC/wooden framed windows and door sets
- Building services equipment (lathes, pillar drills, circular saws, Band saws, etc)
- Furniture design and assembly
- Other general building services equipment

Desirable:

- A minimum of 5 GCSE or equivalent to include Maths and English
- Hold a full UK driving licence.

ANALYTICAL AND JUDGEMENTAL SKILLS

Ability to interpret technical drawings and specifications without supervision.

To undertake new installation work, maintenance, and repairs of all building related installations, including testing and routine fault location as instructed.

To carry out building work as a maintenance craftsperson when assessed and appointed under the Trust's operational policies and to operate within the scope of the departmental house rules permitted under the authorisation appointment.

To understand fully the inter-relationship between various maintenance crafts.

Assess and determine corrective action during fault finding and testing activities. Undertake ladder and access equipment statutory assessments and inspections.

The ability to assess and determine appropriate action/decisions when faced with conflicting technical demands or requirements, across a wide range of Estates related issues including health & safety legislation.

Assess tasks and undertake appropriate risk assessments for any task which does not have an existing suitable departmental risk assessment.

To recognise potentially hazardous situations and be able to take appropriate corrective action.

PLANNING AND ORGANISATIONAL SKILLS

To receive working instructions and undertake tasks as directed.

Organise day to day work activities under the direction of the Estates Supervisor.

Contribute to the planning and co-ordination of the practical aspects of the building maintenance activities for the effective use of time and resources.

PHYSICAL SKILLS

Use all necessary tools and test equipment, in accordance with the manufacturers' instructions and in compliance with Trust policies, procedures, and industry best practice.

The ability to use a range of mechanical equipment (drills, lathes, electric saws, etc) and vehicles including tractors, vans with trailers and other vehicle mounted equipment to highly advanced and accurate standards of dexterity and co-ordination.

The nature of the job will require the post holder to be generally physically fit, and able to lift and manoeuvre a variety of goods and equipment of differing dimensions and weights. Where appropriate all such activities shall make use of the equipment

provided and shall be carried out in accordance with recommended manual handling techniques, examples of good practice and manual handling regulations.

To be able to work in confined spaces, at heights, at the sewage works, etc all in accordance with safe systems of work and risk assessments.

RESPONSIBILITIES FOR PATIENT/CLIENT CARE

Ensure that work activity protects and maintains the safety and dignity of all clients.

POLICY AND SERVICE DEVELOPMENT

Carry out duties, observing and using safe working procedures in accordance with all Estates operational procedures.

To utilise and contribute to the development of Estates generated risk assessments appertaining to specific work tasks.

To take a proactive approach to the identification and assessment of all work activities and risks not covered by existing standards/documentation, and where necessary contribute to the production of, and propose changes to, existing working practices for the improvement of the Estates service.

FINANCIAL AND PHYSICAL RESOURCES

Undertake maintenance and repairs on Trust equipment, including all building elements of the Trusts property portfolio.

Identify and request spare parts, consumables, and materials in connection with maintenance activities.

Collect and be responsible for materials and goods from suppliers and internal Stores.

HUMAN RESOURCES

Demonstrate/train new starters, other employees and apprentices in specific maintenance activities and duties. Advise and train contractors in site specific and specialist engineering systems, including induction to safe working practices and procedures.

INFORMATION RESOURCES

Completion of statutory and ACOP documentation, in accordance with the Estates operational procedures; including door inspection, fire compartmentation and footpath inspection records.

To record and keep accurate work information as required for the operation of the Estates management systems, PPM, LMS, and all other relevant data management systems.

RESEARCH AND DEVELOPMENT

Participate in internal and Trust staff surveys and audits as required.

FREEDOM TO ACT

To undertake, without routine supervision, all general maintenance and installation duties.

Undertake emergency repairs as and when necessary.

Assess and determine appropriate action required, without any direct supervision when attending site as part of an emergency response or the out of hours "return to work" system.

Work to all Estates operational procedures and working practices.

Report all untoward incidents or observations to the Estates Supervisor or Estates Officer as appropriate.

PHYSICAL EFFORT

Undertake frequent and occasionally strenuous activities such as; lifting of doors/windows, movement of plant and materials, manual digging, etc. This can involve weights up to 25kgs; loads above this must be manoeuvred in accordance with manual handling regulations.

MENTAL EFFORT

Must be able to undertake and assess building related inspections and testing.

Due to the nature of the work (emergency responses to patient incidents, on-call system, etc) the work pattern is frequently disturbed requiring a flexible and adaptable approach.

Operate and control plant and equipment including, Estates vehicles, access equipment, and hand tools.

EMOTIONAL EFFORT

Undertake work in environments where patients can exhibit challenging and threatening behaviour.

WORKING CONDITIONS

Occasional need to work outside in inclement weather.

Occasional need to work in hazardous situations, particularly in connection with emergency incidents.

Work/exposure to hazardous and highly unpleasant substances including high temperature, humidity, sewage plant, and industrial environments.

SAFEGUARDING

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

HEALTH AND SAFETY

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

TRUST CLINICAL GOVERNANCE STRATEGY

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

Information of a Confidential Nature or Access to Confidential Information

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

INFECTION CONTROL

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

CALDICOTT RESPONSIBILITIES:

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
2. Don't use it **unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.**

3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.
6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

ACCESS TO CONFIDENTIAL INFORMATION:

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.

The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

JOB DESCRIPTION AGREEMENT

Post Title:

Post Holder's Name:

Post Holder's Signature:**Date:**

Line Manager's Name:

Line Manager's Signature:**Date:**

PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
<u>Education and Qualification</u>	The post holder must have completed a recognised and registered indentured apprenticeship, with a City and Guilds Carpentry and Joinery certificate or equivalent.	A minimum of 5 GCSE or equivalent to include Maths and English Hold a full UK driving licence
<u>Knowledge and Experience</u>	<p>The post holder will have previous general experience in service, maintenance, and repair of the following types of equipment;</p> <ul style="list-style-type: none"> • Door locks and closures • Roller shutters • UPVC/wooden framed windows and door sets • Building services equipment (lathes, pillar drills, circular saws, Band saws, etc) • Furniture design and assembly • Other general building services equipment <p>Must demonstrate good understanding of health & safety.</p> <p>Broad experience of all related Estates activities.</p> <p>Sound knowledge of health and safety legislation</p>	
<u>Skills and Competencies</u>	<p>Ability to work in confined spaces, at height.</p> <p>Ability to work on own initiative.</p> <p>Ability to justify decisions and responsibility for actions</p>	
<u>Personal Characteristics</u>	<p>Trustworthy</p> <p>Conscientious</p> <p>Tolerant/Patient</p> <p>Flexible approach to timekeeping</p> <p>Good self motivation</p> <p>Good time management</p>	<p>An approachable manner</p> <p>Experience in the resolution of staff disputes</p> <p>Evidence of external networking</p> <p>Active involvement in external professional bodies / benchmarking</p>

	<p>Good general health</p> <p>Tidy and professional Appearance</p> <p>Excellent communicator</p> <p>Willing to progress CPD</p> <p>Interest in maintaining up to date knowledge on legislative development</p> <p>Interested in people with disabilities and mental health problems</p>	
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