

Agenda for Change: Job Description

Post Title:	Craftsperson – Estates Maintenance (Electrical Bias)
Directorate/Department:	Estates Maintenance
	Estates and Capitol Development / THQ / Finance
Agenda for Change Band	
Accountable to:	Maintenance Team Leader
Accountable for:	Satisfying the engineering maintenance demands of the Trust. Participate in late/weekend/bank holiday on call rota providing 7 days a week, 24 hour emergency maintenance cover. To include emergency recall, early starts or other service arrangements.
Main Purpose:	<p>Undertake engineering maintenance inclusive of day-to-day reactive, planned preventative maintenance and some installation work, working across the whole of the Trust Estate.</p> <p>To keep in good repair engineering equipment/services & systems throughout all parts of the Estate to ensure vital services are maintained.</p> <p>To work on the Trusts engineering equipment/services & systems as per their core trade and to carry out additional routine tasks as directed by their line management teams.</p> <p>Participate in flexible working arrangements to ensure that maintenance cover is provided 24 hours a day.</p>
Key Working Relationships:	Designated Team Leaders; Planning/Scheduling Team, Estates Officers and other Estates Employees/Groups.
General Duties:	<p>To undertake pre-planned and unplanned (reactive) repair works and general maintenance (trade related/specific) activities primarily at the request of the customer and Estates Department via their designated Team Leader. These works need to be completed to a high level of accuracy and may require on-the-spot evaluation of scenario specific constraints to deliver bespoke solutions to meet needs of patients and/or organisation. Instructions may be oral or written and may include the use of schematic drawings and technical specifications.</p> <p>The need of highly developed diagnostic skills is paramount to be able to resolve faults on specialist equipment that does not have the modern fault finding computerisation. This may involve the use of ancillary diagnostic tools, technical literature & established fault-finding techniques.</p> <p>The ability to provide and receive complex technical information and instructions to work on equipment that will require complex analysis, judgement and decision-making. To be able to understand and communicate with other technical staff or contractors in recognised industry language and understand inter-relationships between varying units of force, measurement and specification (I.e “imperial” and “SI” units, “British Standard” and “International Standard” specifications”).</p> <p>Work is generally carried out unsupervised and independently or in small teams, referring to a line manager if necessary to resolve complex situations.</p> <p>Upon receipt of appropriate training & Onsite familiarisation to accept appointment as “Competent person” and/or “skilled person” for appropriate specialist disciplines and to deliver duties in line with the requirements and professional codes of conduct laid out in the relevant Safe System of Work</p>

<p>(SSoW) or ACoP (Typically HTM or JSP).</p> <p>Carry out, and as signatory take legal responsibility for planned preventative (proactive) maintenance routines, inspections and commissioning tests in accordance with legislative, regulatory, Trust specific and standard operational policies and procedures.</p> <p>Undertake fault finding and repairs, maintain and efficiently run plant and equipment in line with requirements of the maintenance asset management scheme providing information and communication for, the updating of, record data.</p> <p>Carry out regular maintenance schedules on the static tools and machinery within the Trades workshops and also the portable devices to ensure that they are safe and fit for purpose. This work includes necessary paperwork to ensure that an auditable trail can be shown. All audit sheets have to be signed by the operative and checked and countersigned on a periodic basis by the designated Team Leader.</p> <p>To carry out routine maintenance of highly specialist equipment such as sterilisers, washer disinfection equipment to the statutory requirement as laid down for the provision of clinical technical services.</p> <p>Regularly carry out statutory and Mandatory testing on all equipment//services & systems in line with requirements laid out by Statutory Acts and Regulations and their associated guidance documents.</p> <p>To be able to cope with changing situations and dynamically make decisions based on current and foreseen conditions. To be able to communicate onsite occurrences clearly to remote management teams to enable them to be able to provide effective support and guidance.</p> <p>To perform with relevant training and competency, a range of other maintenance based crafts in the course of routine and emergency activities as required by the Trust.</p> <p>To liaise with the Team Leaders regarding plant/equipment/fabric failures, and to request the supply of goods and/or services as necessary to ensure rectification of the fault.</p> <p>To use tact, patience and diplomacy to communicate technical information to non-technical staff (Eg Clinical & support staff) to ensure scale and impact of technical issues are understood, including effects on non-engineering operations within the trust.</p> <p>Work closely with other trades and disciplines to achieve versatility, flexibility and co-operation towards effective and efficient working and continually strive to reduce costs wherever possible within the full scope of all relevant legislation.</p> <p>To fully understand the inter-relationships between the various maintenance crafts as well as other clinical and non-clinical service provisions.</p> <p>Timely completion of all report sheets and test certificates, surveys and audits as necessary, to provide an auditable trail of quality control and history of work undertaken to legislative standards.</p> <p>To advise and propose changes that may require to be made to working practises, policies and standard operating procedures to comply with Health and Safety legislation and or increases in workplace efficiency</p> <p>To fully understand the working of the relevant building/engineering, equipment/fabric/services/systems, utility services, plant and equipment within the whole of the Estate and to work (at all times) in compliance with:</p> <p>Statutory Legislation.</p> <p>Mandatory Regulations.</p> <p>HSE Approved Codes of Practices.</p> <p>Department of Health Technical Memorandums.</p>

	<p>Department of Health Building Notes.</p> <p>Trust Policies and Procedures.</p> <p>Estates Department Policies and Procedures.</p> <p>Manufacturer's instructions.</p> <p>All other relevant legal and regulatory controls and documentation, whilst carrying out their day to day duties, and as a registered "Competent Person".</p> <p>To undertake specialist-training courses when required to learn new techniques and to gain accreditation and certification in line with their team specific trade and allied trades as required. Thereby gaining a higher level of theoretical and practical knowledge. This, in turn will enhance individual career development.</p> <p>To attend training sessions as required updating their knowledge and skills in line with new legislation, including, Health and Safety Legislation generally, Product information and changes of materials and accepted methods of working.</p> <p>To maintain 'competency' in all specialist accredited skills, as well as core craft qualifications and craft skills.</p> <p>(Courses may be held in house, but may also be held at specialist centres off site which will require travel out of normal hours in own time.)</p> <p>Responsible for assisting in the training of staff (including apprentices and support workers) in all aspects of their duties and responsibilities and to pass on "site knowledge" and skills.</p> <p>Embrace and support the development of new processes, techniques and working methods to improve efficiency, reduce costs or improve service delivered to trust. This may include the use of developing technologies & computerisation. Where requested to participate in "working parties" to develop & implement new ideas.</p> <p>Providing specialised technical information and instruction to maintenance contractors, technical officers and affiliated Estates Service Teams.</p> <p>Planning and undertaking minor installation works by an understanding of a range of engineering drawings and specifications. Employing sound trade skills, specialised tools and equipment and recognised testing procedures in completing these operations, to the relevant legislative specification and completing the mandatory documentation.</p> <p>To provide information for the update and review of Operating and Maintenance Manuals and archived technical systems drawings advising line managers of inaccuracies.</p> <p>To partake in craft specific on call rota providing 7 day a week, 24-hour maintenance cover. During this (on call) period they will be under the control of the Duty Estates Officer to carry out such duties that may be required at that time. These duties may be outside of their core craft skill, however, tasks will be those that would be reasonably expected within the person's competency and ability to carry out and complete.</p> <p>Each member of staff is expected to demonstrate flexibility in filling the work pattern and on call vacant slots. For such eventualities as staff sickness, annual leave and vacant posts as required etc.</p> <p>Emergency cover by being available within reason, to work at short notice out of normal hours, in emergency situations.</p>
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IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

Duty of Care	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS Standards of Business Conduct and Professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>Where appointed “Competent Person” or “Skilled Person” under a recognised SSoW or ACoP (such as HTM or JSP) to carry out duties in line with the requirements of the SSoW and follow the professional code of conduct dictated within it.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
Health and Safety:	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
Infection Prevention and Decontamination of Equipment:	<p>All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
Child Protection/Safeguarding	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.</p>

Confidentiality	<p>All employees of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
Last Updated	19 th October 2021