



Job Description and Person Specification



Job Description

| | |
|---------------------------------|---|
| Job Title | Engineering Technician (Multi-skilled) |
| Band | Band 5 |
| Hours | 37.5 hours per week |
| Department | Engineering |
| Division | Facilities and Estates |
| Location / Hospital Site | Flexible working at all sites within UHSussex |
| Responsible for | Supervise maintenance assistants, contractors, checks & evaluates work; provides practical training to staff, contractors |
| Accountable to | Team Leader/ Estates Manager |
| DBS Level | Standard |
| DBS Barring | N/A |
| DBS Workforce | Adults |

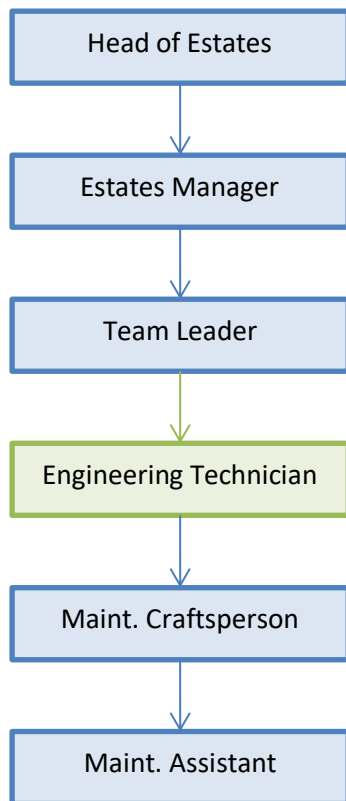
Role Summary

- To maintain and repair a wide range of Mechanical, Electrical and Medical Plant & Equipment and Building faults
- Deputise for Team Leaders
- Undertakes an Authorised Person/ Competent Person roles, e.g. Legionella, medical gases pipeline systems, electrical safety and ventilation as required or deputy responsible person role
- Calls to approved Contractors for maintenance breakdowns and repairs when required.
- To be included on the On-Call Rota, to meet emergency and urgent situations out of core working hours.
- Deal with Major incidents such as loss of electrical services to critical areas
Loss of Medical gas to critical areas, loss of heating and hot water services to critical areas.
- Assist to motivate, train and develop the maintenance team and apprenticeship scheme, ensuring the effective use of labour and materials to provide an efficient maintenance service for the Trust's building assets and to support Trust Managers.

Key Working Relationships

Liaison with team members, Estates and Hospital senior leadership, Ward Management, contractors, consultants, specialist suppliers and agencies.

Structure Chart



Main Duties and Responsibilities

- Planned maintenance and repair of the following Mechanical and Electrical plant, equipment & services within SLAs & KPIs:
 - Air Handling Units
 - Heating & Ventilation
 - Water softening plant
 - Refrigeration Systems
 - Calorifiers and Hot Water systems
 - Heating & Ventilation Controls
 - Steam Plant
 - MTHW (Medium Temperature Hot Water) Plant
 - LTHW (Low Temperature Hot Water) Plant
 - Plumbing
 - Electrical distribution system
 - Standby Generator Testing
 - Lifts – rescue trapped persons
 - Lighting
 - Plant Controls
 - Environmental Computer controlled systems
 - Survey & quote for minor electrical installations and alterations
 - Carry out minor electrical installations and alterations
 - Nurse Call Systems
 - Emergency lighting
 - Isolated Power systems
 - Central Battery system
 - UPS (Uninterrupted Power Supply) systems

- Fire Alarm testing and attendance to fire alarms when on call
- Pneumatic Tube system
- Fire Alarm Testing and attendance,
- Medical Equipment
- Medical Gas plant & Equipment
- Escalation of calls to approved team leaders for Contractors for breakdowns and repairs.
- Ability to plan and prioritise work
- When on call the priority will be to make safe and carry out repairs as necessary on Engineering and Building Services (including locks and security arrangements etc.)
- To maintain and repair a wide range of Mechanical, Electrical and Medical Plant & Equipment and Building faults
- Deputise for Team Leaders upon request from senior leadership
- Undertakes an Authorised or Competent Person roles, e.g. Legionella, medical gases pipeline systems, electrical safety and ventilation as required or deputy responsible person role
- To be included on the On-Call Rota, to meet emergency and urgent situations out of core working hours.
- Deal with Major incidents such as loss of electrical services to critical areas, Loss of Medical gas to critical areas, loss of heating and hot water services to critical areas.
- Assist to motivate, train and develop the maintenance team and apprenticeship scheme, ensuring the effective use of labour and materials to provide an efficient maintenance service for the Trust's building assets and to support Trust Managers.
- To develop and maintain good working relationships with Clinicians, Departmental Heads, Risk Management, Statutory Regulators, Fire Brigade, External Consultants, Contractors and Company Representatives.
- To ensure Team Communication is cascaded to all areas of the Engineering Department.
- To assist the wider Estates Team in the implementation of major services shutdowns, commissioning arrangements for new developments and hand-over procedures for the engineering systems.
- To assist in the provision of data for Statutory Returns to the Department of Health and others.
- To be prepared to work (overtime) outside normal working (core) hours when required (for emergencies or to complete works that for operational reasons cannot be carried out during normal working hours)
- Following appropriate training, to become a trust Authorised Person (AP) or Responsible Person (RP) in one of the required systems (Medical Gases, Pressure Systems, Water, HV Electrical, LV Electrical, Ventilation, Decontamination, Fire, Lifts)
- To create, issue and authorise Permits-to-Work for Hot work, working at Heights and other general work/risk-based Activities
- Contractor management on site
- Carry out any other reasonable request from Estates leadership team

Patient Care Delivery

- Incidental patient contact

Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation, we want University Hospitals Sussex to be.

Our mission and values are extremely important to us, and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures

Equality, Diversity and Inclusion

The Trust is committed to supporting Inclusion as can be seen by our Patient First Triangle with a clear value being Inclusion. We all have a responsibility to treat our colleagues, patients and service users with respect and dignity irrespective of; age, race, disability, gender reassignment/identity, marriage and civil partnership status, pregnancy and maternity status, religion or belief, sex and sexual orientation.

We are a Disability Confident Employer (Level 2) and part of the Stonewall Workplace Equality Champions programme.

All staff have a duty to report any behaviours which contravene this to their managers.

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Workplace and Environmental Factors

| | |
|---------------------------|---|
| Physical | Highly developed physical skills with accuracy being important Manipulation of fine tools, instruments and equipment. Physical effort such as walking in excess of 1 Km, walking up flights of stairs. Climbing access ladders Bending, Kneeling and crawling. Working safely at heights Working in confined spaces |
| Emotional | Able to deal with distressing circumstances when inspecting/surveying services in clinical areas. Able to deal with the general stresses of working around difficult patients. Contact with terminally ill patients on wards. Contact with dead bodies within the Mortuary. Able to deal with major plant and electrical services failures to critical areas under extreme stress and pressure. |
| Mental | Frequent concentration required with an unpredictable work pattern. Concentration required to deal with checking consultants design drawings and specifications. Concentration required for the development and programming of essential maintenance. Concentration required dealing with major incidents due to critical services failure. |
| Working Conditions | Able to cope with heat, dust, dirt, fumes, noise, within plant rooms and engineering / building workshops Working within an office environment. Working at heights and exposed areas such as plant on roofs. Working in confined spaces. |
| Freedom to Act | Is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals |

Person Specification

| Requirements | Level required | How assessed | Level required | How assessed |
|---------------------------|---|---------------------------------------|--|--------------|
| | Essential | | Desirable | |
| Professional Registration | | | | |
| Qualifications | Completed and passed a 4-year apprenticeship City & Guilds or NVQ level 3 | AF/I | Continuing Training to latest Electrical Regulations | AF/I |
| | Mechanical / plumbing training for Electricians or Electrical training for Mechanical | AF/I | Competent person – Medical Gas Authorised Person Electrical Training for Electrical Technicians Legionella responsible person training for Mechanical Technicians (Training will be given for successful applicants) | AF/I |
| Knowledge and Experience | <p>A significant amount of post qualification experience as an Engineering Maintenance Craftsman / Electrician/ Mechanical Engineer with sufficient knowledge and experience be on call.</p> <p>As well as the core skills obtained in an apprenticeship, postholder to be multi-skilled and able to deal with Mechanical, Building and Electrical Maintenance (level of multi skilled working in each discipline determined by foundation/core knowledge, training and competence)</p> <p>In depth working knowledge of Engineering Systems and experience in maintenance and repair of:</p> <ul style="list-style-type: none"> · Electrical distribution system · Lighting · Standby Generator Testing | <p>AF/I</p> <p>AF/I</p> | | |

| | | | | |
|---------------------------------------|--|------------------|--|--|
| | <ul style="list-style-type: none"> · Lifts – rescue trapped persons · Survey & quote for minor electrical installations and alterations · Carry out minor electrical installations and alterations · Lighting · Plant Controls · Environmental computer-controlled systems · Air Handling Units · Nurse Call Systems · Heating & Ventilation · Water softening plant · Refrigeration Systems · Emergency lighting · Isolated Power systems · Central Battery system · UPS (Uninterrupted Power Supply) systems · Fire Alarm testing and attendance to fire alarms when on call · Calorifiers and Hot Water systems · Heating & Ventilation Controls · Steam Plant · MTHW (Medium Temperature Hot Water) Plant · LTHW (Low Temperature Hot Water) Plant · Plumbing · Macerators and drainage systems · Pneumatic Tube system · Fire Alarm Testing and attendance · Medical Equipment · Medical Gas plant & Equipment · Other mechanical and electrical equipment items <p>Continuing training courses on H&S, Plant and Medical Equipment and all other course as may be required to maintain professional competence.</p> | AF/I | | |
| Communication and Relationship Skills | Good verbal and written Communication Skills. | AF/I AF/I | | |

| | | | | |
|---|---|---------------------------------------|--|----------|
| | <p>Able to communicate complex information relating to planned work and breakdowns to other Engineers and to clinical staff or Managers who do not have any engineering knowledge.</p> <p>Ability to understand and sympathise with issues relating to clinical staff where Estates works have an impact to clinical areas.</p> <p>Exchanges technical information with external consultants, Project Managers and non-specialist staff (clinical).</p> | <p>AF/I</p> <p>AF/I</p> | | |
| Analytical and Judgmental Skills | Complex fault diagnosis skills required, interpreting technical issues and formulating technical solutions to improve performance and maintain the service. | AF/I | | |
| Planning and Organisational Skills | Assist in contingency planning for critical services. Plan & prioritise work | I | | |
| Skills | Evidence of having undertaken own development to improve understanding of equalities issues | I | | |
| Equality, Diversity, and Inclusion | Evidence of having championed diversity in previous roles (as appropriate to role). | I | | |
| IT Skills | <p>Able to operate and use computer controlled systems such as:</p> <ul style="list-style-type: none"> · Fire Alarm System · Building Management System · Pneumatic Tube System · Computerised Maintenance Management Systems <p>Sound understanding of Microsoft Office products</p> | <p>AF/I</p> <p>AF/I</p> | Utilisation of computer based Risk and Asbestos Register | I |
| Human Resources | <p>Supervise maintenance assistants, contractors, checks, evaluates work;</p> <p>provides practical training to staff, contractors</p> | <p>AF/I</p> <p>AF/I</p> | | |

| | | | | |
|------------------------------|--|-------------|--|--|
| | <p>training people from own or other disciplines concerning subjects connected with own work</p> <p>Undertaking assessments of practical skills</p> | AF/I | | |
| Specific Requirements | <p>As this role requires staff members to participate in an on call role (and to attend site during out of hours periods) The job holder (unless otherwise agreed by the Trust) must hold a valid full UK driving licence and must hold business motor insurance for their own private vehicle. The Job holders must also reside in a location that is within reasonable travelling time to Trust sites.</p> | AF/I | | |

