

## JOB DESCRIPTION

<b>Job Title:</b>	General Maintenance Assistant – Electrical (Shift Working)
<b>Band</b>	Band 3
<b>Care Group</b>	Operations & Strategy
<b>Directorate:</b>	Support Services
<b>Department:</b>	Estates
<b>Location:</b>	University Hospital Dorset - Royal Bournemouth & Christchurch Hospitals Sites
<b>Accountable to:</b>	Estates Officer (Electrical)/Head of Maintenance
<b>Accountable for:</b>	Not Applicable
<b>Main Purpose</b>	The post holder will be responsible for the servicing, maintenance and repair of the Electrical building services installations within the trust in line with current policies and procedures.

### General Duties

- To undertake unsupervised routine maintenance and minor repair work including planned prevented maintenance work and labouring including electrical shutdowns.
- Cleaning plant rooms, workshops, switch rooms, distribution cupboards, stores etc.
- Carry out Portable Appliance Testing (PAT) and battery checking.
- Following manufacturers' instructions install/assemble/fault find and repair of light and emergency light fittings, reflexing of electrical appliances, fault find and repair of domestic electrical appliances, and making up of extension cables ensuring all work complies with the Trust's current Safety Policies and Procedures to protect patients and staff.
- Carry out repair and decoration of minor damage to building fabric.
- Carry out repair, replacement and cleaning of ceiling tile and support systems.
- Restock lamp cupboards and support store man in restocking duties and other appropriate stores duties as may be required from time to time and to cover for annual leave/sickness of colleagues.
- Assist trade staff of all grades where required which may include out of hours working.
- Be able to safely use relevant tools and equipment.
- Have knowledge of workshop safety practices and health and safety at work.
- Have an understanding of the relationship of other craftsmen's work to on their own.
- Undertake any training which the management feels would enhance and develop staff.
- Carry out wall/window/panel fan removal, cleaning and replacement.
- Instruct others on aspects of their work relating to their original trade.
- To participate in the Labour Management Control System.
- To carry and use Trust supplied mobile communication equipment, as required by management.
- Liaise with Trust employees and external contractors i.e. ward staff, administrative staff, and service contractors.
- Provide a quality service in line with the trusts maintenance policy.
- Adhere to the current guidance including HSE legislation, HTM's and Department's Health & Safety Policies procedures any other relevant documents to adopt Safe Working Practises.

- To work in a variety of locations which may include working at heights or within confined spaces or any other situation that may arise for which the appropriate training and equipment is provided.
- Any other duties within the Estates function which may be required by the Estates Operations Manager within the scope of the individual's competence or as laid down in agreements between the Department of Health and Social Security and Trade Unions.

### **Communication and Working Relationship Skills**

- To provide and receive technical information to and from other staff, suppliers, contractors, consultants, statutory and legislative bodies, orally, in writing and electronically.
- To form effective working relationships with relevant third parties and with colleagues throughout Estates and trust.
- Liaise with Trust employees and others, as required – always promoting a positive customer orientated department.

### **Analytical and Judgemental Skills**

- Make judgement involving facts or situations, some requiring analysis, carryout fault finding on mechanical, plumbing equipment and installations.
- Developed physical skills to fulfil maintenance duties requiring dexterity and co-ordination gained through training and experience.

### **Planning and Organisational Skills**

- Plan and organise maintenance activity to ensure cost-effective outcomes, activities and/or programmes, some of which may be ongoing, e.g. prioritising emergency repair requests, requesting spare parts and materials.
- Ensuring allocated work is undertaken and followed through to completion and satisfaction of the service user.

### **Responsibility for Patient/Client Care, Treatment and Therapy**

- Maintenance of building environment that has a direct impact on patient areas.
- Incidental contact with patients/clients

### **Responsibility for Policy / Service Development**

- Propose changes to protocols and procedures to improve service, quality and cost reduction.
- To follow policies for own role, commenting on policies, procedures or developments which affect the Estates operations team and supporting the implementation of departmental procedures.

### **Responsibility for Finance, Equipment and Other Resources**

- Responsibility for the safe use, installation, testing maintenance and repair of property, plant and equipment used throughout the hospital.
- Ensuring supplies/stores/consumables are correctly booked /charged.

### **Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management**

- Demonstrate own activities to new or less experienced employees, providing advice, practical training and technical support to trainees/apprentices & maintenance assistants.

## Responsibility for Information Resources and Administrative Duties

- Complete service reports where necessary and work from oral and written instructions including completion of ward logbooks and service sheets.
- Provide feedback to customers on work status.
- Utilising departmental computerised systems.
- Update planned and reactive maintenance management information.
- Use of specialist proprietary test & monitoring equipment during the course of work to record test & validation data.
- Carry out risk assessments when required, in accordance with health and safety procedures and safe systems of work.

## Responsibility for Research and Development

- Assist with annual condition survey for the Trust.
- Participate in acceptance testing of new equipment.

## Freedom to Act

- Guided by standard policies, procedures, maintenance procedures and codes of conduct and act independently,
- Will refer to supervisory team for additional guidance as required.

## Mental, Physical, and Emotional Effort

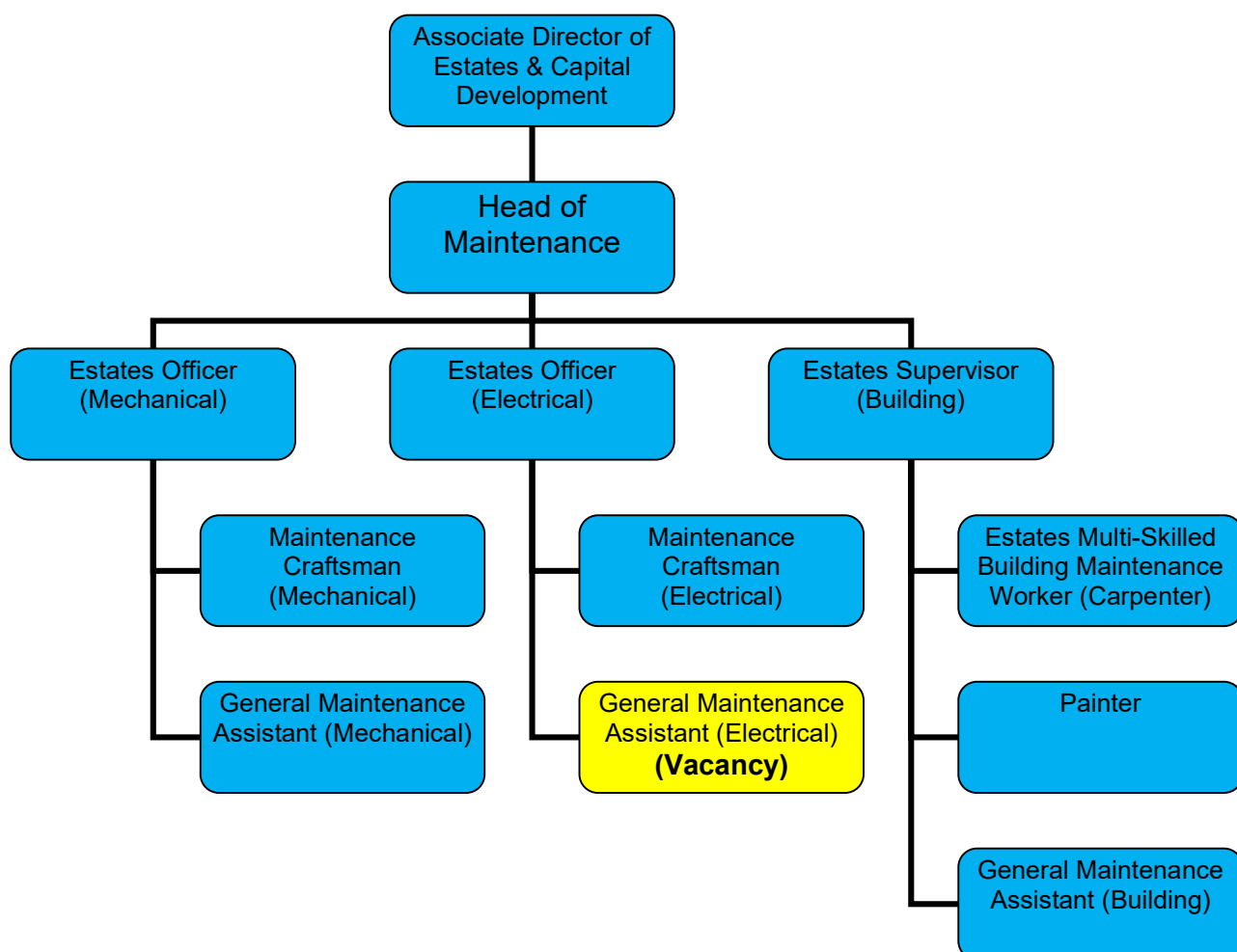
- The role has a considerable amount of physical output, including bending, kneeling, crawling, working in confined spaces or heights.
- Frequently working in heat/humid conditions with exposure to fumes.
- Concentration required for the development and programming of essential maintenance.
- The role has low levels of emotional output.

## Any Other Specific Tasks Required

- Must UK possess driving licence Cat B (manual).
- Shift pattern below: -

	Early Shifts (Shift 1)				Late Shifts (Shift 2)				Split Week Shifts (Shift 3)			
	Day			Hours	Day			Hours	Day			Hours
	From	To	Break	Worked	From	To	Break	Worked	From	To	Break	Worked
<b>Monday</b>	06:00	14:00	30 min	7.5	Off Day			0	15:00	23:00	30 min	7.5
<b>Tuesday</b>	06:00	14:00	30 min	7.5	Rest Day			0.0	15:00	23:00	30 min	7.5
<b>Wednesday</b>	06:00	14:00	30 min	7.5	15:00	23:00	30 min	7.5	15:00	23:00	30 min	7.5
<b>Thursday</b>	06:00	14:00	30 min	7.5	15:00	23:00	30 min	7.5	Off Day			0
<b>Friday</b>	06:00	14:00	30 min	7.5	15:00	23:00	30 min	7.5	Rest Day			0
<b>Saturday</b>	Off Day			0	15:00	23:00	30 min	7.5	06:00	14:00	30 min	7.5
<b>Sunday</b>	Rest Day			0	15:00	23:00	30 min	7.5	06:00	14:00	30 min	7.5
	<b>Weekly Hours</b>			<b>37.5</b>	<b>Weekly Hours</b>			<b>37.5</b>	<b>Weekly Hours</b>			<b>37.5</b>

## Organisational Structure of Department



## Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of

the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

### **Partnership with Bournemouth University**

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

### **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

### **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

### **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

### **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

### **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

### **All Staff**

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

### ***All Managers/ Heads of Department and Clinical Leaders***

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

### **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

### **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

### **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of it's activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21(based on a 2013 baseline).

## **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

## **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.

Version 4