

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Maintenance Engineer – (Mechanical Bias) (Inc Shift Relief, On-Call and Shift Worker)
<b>Pay Band:</b>	5
<b>Hours of Work:</b>	37.5 hours per week
<b>Department:</b>	Estates and Facilities
<b>Directorate:</b>	Capital, Estates & Facilities
<b>Clinical Board:</b>	Capital, Estates & Facilities
<b>Base:</b>	UHB Wide

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Estates Operations Manager
<b>Reports to:</b>	Team Leader/Supervisor Manager
<b>Professionally Responsible to:</b>	Engineering / M&E Manager
<b>Responsible for:</b>	Semi-skilled, other trade staff, site contractors and apprentices

#### **Our Values: ‘CARING FOR PEOPLE; KEEPING PEOPLE WELL’**

Cardiff and Vale University Health Board has an important job to do. What we do matters because it’s our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve and the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.

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<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing.</b>

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

Perform work including activities which are complex and/or non-routine. Responsible for calibration and fault finding on a wide range of engineering plant and equipment - Hot and Cold Water Systems, Low Pressure Hot Water Systems, Steam Raising Plant and associated equipment, Steam Sterilizers, Medical Gas Pipe Systems and Ventilation Systems etc.

Undertake planned maintenance, reactive repairs, minor improvements and support other trades and discretionary capital work across the UHB as directed by management. Ensure compliance with UHB safety standards and procedures at all times.

Provide multi-skilled engineering expertise across various electrical and mechanical equipment and fabric.

To provide a safe and comfortable environment for patients, staff and visitors by:

Ensuring all essential services are maintained to support clinical departments in their prime task of treating patients whilst ensuring all statutory legislation is complied with.

Ensure maintenance tasks are fulfilled to appropriate levels of quality in a compliant manner.

Perform engineering maintenance work including activities which are complex and/or non-routine.

Responsible for fault diagnosis, repair and calibration on a wide range of engineering plant and equipment.

Maintenance and repair on a range of industrial, commercial, domestic, and plant equipment

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CYM/wales/2021/0006-A

Typical areas of work include the following:

- a) Air conditioning equipment and controls, including theatre handling units  
e.g. laminar flow systems
- b) Heating and hot water controls, boiler controls and associated equipment
- c) Heating pipework and systems, including steam to low pressure hot water heat exchangers
- d) Compressed air plant
- e) Industrial air plant and pneumatic controls
- f) Pressurised systems
- g) Boiler house industrial steam boilers – gas and oil-fired combustion equipment
- h) Steam and condense pipework and associated valves, steam traps, fittings etc
- i) Pneumatic tube system
- j) Pumping stations
- k) Hydrotherapy pools
- l) Portable equipment
- m) Power circuits
- n) Lifts
- o) Low voltage switchgear
- p) Emergency generators and associated switchgear
- q) Battery systems and uninterruptable power supplies
- r) Catering equipment
- s) Gas fired commercial and steam heated equipment
- t) Human waste macerating machines
- u) Building Management Systems – BMS

## **DUTIES AND RESPONSIBILITIES**

Understand, receive and give technical instructions to other Maintenance workers.

Provide advice and instruction to other maintenance workers.

Provide reports both verbal and written to Team Leaders and M&E Managers.

Liaise with senior clinical staff at ward/department level regarding maintenance tasks enabling work tasks to be carried out with minimum disruption to patient support services (i.e. heating, power, nurse call system, ventilation etc) and patient care.

Conduct workload in an unobtrusive manner, ensuring clinical and departmental staff in the locality are made aware of any disruption or potential noise etc. to ensure minimum distress levels to patients.

Liaise appropriately with external Suppliers and Contractors, dealing with technical queries and information.

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CYM/wales/2021/0006-A

To provide Shift Relief and/or out of hours On-Call relief at times of annual leave, sickness and training to ensure continued service provision throughout the health board.

If required, undertake on-call duties as part of the on-call team to ensure that emergency repairs, adverse weather support including snow clearance and gritting are attended to, in and out of normal hours in line with on-call agreement.

If required in exceptional circumstances, undertake shift or shift relief duties as part of the shift rota team on a short term basis to ensure all emergency repairs and planned maintenance is carried out as required in and out of normal working hours in line with the shift agreement.

To carry pagers, radios or other communication devices at all times during the working day to enable emergency back-up provision.

Undertaking testing of the mechanical and electrical systems in wards and other departments to safeguard the integrity of the electrical/mechanical supplies to areas. The post holder will require completion of a time-served engineering apprenticeship plus demonstrable experience in an engineering maintenance environment working on systems, plant and equipment.

To be fully conversant with core trade and have a good working knowledge of associated trades e.g. electrical, building etc.

To have a good understanding of asbestos awareness and be fully conversant in dealing with suspicious samples and working in the vicinity of asbestos products.

To undertake and maintain UKATA Approved Asbestos Awareness training each year.

To undertake and maintain UKATA Approved Non-Licensed CAT B Training and awareness.

To carry out suitable asbestos registers checks for all work types carried out, including those you are responsible for such as other operatives, apprentices and contractors.

To carry out emergency and maintenance works within a Category B environment/tasks.

To participate as a key member of the Site Fire Response Team in accordance with the Health Board's Fire Defence Policy.

Undertake essential work in a prompt efficient manner reflecting the urgency and nature of its breakdown.

Requisitioning stores materials to ensure essential stock items are always available.

Working to established safe working systems and procedures – statutory requirements – e.g. safe working on contaminated equipment and/or environment.

Whilst working within approved safe systems of work, ensure acceptable standards of productivity and workmanship are being achieved.

Act in an appropriate manner reflecting the area the work is being undertaken within e.g. ITU/Theatres.

Undertake a wide range of work procedures and practices, the majority of which are non-routine.

Good working knowledge of combustion systems and combustion analysis/testing on oil, gas and biomass fired boilers.

Good working knowledge of complex heating and domestic hot water systems.

Extensive involvement in both high and low budget schemes, establishing isolation/connection points for Contractors.

Good working knowledge of lighting systems, power systems, nurse call, cardiac arrest and fire alarm systems.

Diagnose and repair complex faults on the mechanical and electrical systems installed throughout the Health Board, ensuring continuity of services to all patient areas and departments.

The post holder should be able to interpret complex mechanical and electrical systems drawings and apply the knowledge and information gained.

Diagnosis of faults on lift control systems.

Undertake emergency, essential, routine repair work and general maintenance as required, to ensure smooth running of hospital.

Liaise with team leaders/operational officers regarding plant and equipment failures to minimise downtime of plant to prevent disruption to departments.

Carry out statutory planned preventative maintenance in line with Health Board procedures in critical areas such as Theatres.

Follow detailed engineering drawings and specifications as required.

Follow planned preventative maintenance schedules but incorporate flexibility into the working programme to avoid untoward disruption to wards and departments, to ensure unforeseen faults/problems are rectified promptly and safely.

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Plan, organise and prioritise materials and working programmes with other trades to ensure minor developments and maintenance tasks are completed as efficiently and promptly as possible, thereby minimising disruption to patient care.

High degree of skill and dexterity required to complete complex repairs to engineering plant and equipment including the use of fine tools for the calibration of sensitive equipment.

Requirement to manipulate tools and equipment to provide a robust safe service.

Working to high tolerances using equipment requiring good eye/hand co-ordination.

There is no responsibility for the direct delivery of Patient care but there is a requirement to inform and reassure patients when working in close proximity and/or demonstrating how to use the equipment they have at their disposal, also responsibility for ensuring that services are maintained and are suitable and safe for the comfort and protection of patients, staff and visitors.

Ensure that planned preventative maintenance is undertaken adequately, managing out risks associated with patient care, e.g. electrical/mechanical safety test, portable appliance testing etc.

Undertaking testing of the mechanical/electrical systems in wards to safeguard the integrity of the main supplies to areas.

Working in locations where there is a heightened infection control risk such as isolation rooms, fume extract equipment, Pathology etc. where there is a far greater personal risk from contaminated systems and equipment.

Complete work in line with statutory, mandatory and legislative requirements, e.g.  
Health Technical Memorandums  
Gas Safety (Installation and Use) Regulations  
PAT Testing

To work in accordance with all relevant HTM's (Health Technical Memorandums) as appointed Authorised and Competent Person.

Undertake work in clinical environment where patients may be in various states of illness/recovery, including mortuary.

Implement appropriate policies and safe working systems whilst undertaking day-to-day reactive and planned preventative maintenance tasks in a safe manner.

Supervise other Tradesperson(s), Maintenance Assistants, Contractors and Apprentices in safe implementation of required policies and safe working systems.

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Strictly adhere to the safe system of work permits within the department to ensure the welfare of the individual, fellow colleagues and patients/staff who may be affected by the service disruption or hazardous work being undertaken.

Prepare plant and machinery for statutory inspections.

Responsible for identifying and requesting correct and appropriate spare parts to enable the cost-effective repair of a wide range of complex hospital equipment, plant and engineering systems.

Maintain and repair Health Board properties and equipment in a cost-effective manner.

Check and evaluate results of work and report back any non-conformity.

Collate and record information with regard to the statutory electrical/mechanical/gas tests, portable appliance tests etc. within the Health Board and monitor accordingly.

Complete electrical/mechanical/gas statutory certification as appropriate and record any deficiencies following routine Planned Preventative Maintenance.

Ensure the required electrical/mechanical/gas sign offs are produced following maintenance work.

Produce reports after testing equipment.

Regularly undertake a range of equipment testing from simple equipment through to highly complex engineering plant e.g. boilers, fire alarm systems, air handling units in Theatre.

Follows departmental, and Health Board wide policies and procedures, adapting to the task in hand as appropriate. This will include the collation of equipment/systems test results, interpretation and determining on appropriate actions as required.

Following the allocation of a work batch, the post holder determines a work programme based on priorities such as available access, available assistance, departmental disruption, nature of the task etc.

Works flexibly to complete essential maintenance and emergency repairs which may have to be completed outside of contracted hours and takes responsibility for own actions in the absence of Team Leaders/M&E Managers.

High physical effort is required on a frequent basis to undertake a wide range of maintenance tasks. These include working at heights, working in hot subterranean ducts, work involving foul sewerage lines and work in other confined spaces. Additionally, working outside in inclement weather may be required.

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Frequent requirement for high levels of concentration to establish fault conditions on plant, equipment and engineering systems.

Flexibility to adapt between job tasks is required due to the nature of breakdowns on the Health Board properties i.e. Staff often diverted to undertake emergency breakdowns i.e. responding to emergency bleeps.

The individual is required to work on his own initiative without management intervention but within the post holders level of competence.

Occasional exposure to distressing/emotional circumstances such as working in the mortuary, or in areas of very sick patients etc.

Frequent exposure to highly unpleasant working conditions e.g. working on bedpan macerators (human waste), blood waste etc. where there is exposure to contaminated body fluids.

#### **MANDATORY TRAINING REQUIREMENTS**

The Health Board requires that every individual attends mandatory training sessions. Each individual shall cooperate with management in attending sessions as requested.

#### **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Health Board to meet its own legal duties and to report any hazardous situations or defective equipment.

#### **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

#### **GENERAL**

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should

immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

- **Confidentiality:** In line with the Data Protection Act 1998 and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The post holder is required to co-operate with the health Boards to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Supervision:** Where the appropriate professional organization details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If employees are in any doubt about the existence of such a requirement they should speak to their Manager.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the required level of safeguarding children and adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures/policies for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff

have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Code of Conduct:** All staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HCPC etc. or the All Wales Health Care Support Worker (HCSW) Code of Conduct if you are not covered by a specific code through professional registration. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared:** April 2022

**Prepared By:** Gareth Simpson

**Date Reviewed:** May 2022

**Reviewed By:** Ian Fitsall

### Organisational Chart

