



**University  
Hospitals Sussex**  
NHS Foundation Trust

# Job Description and Person Specification

## Job Description

<b>Job Title</b>	Maintenance Craftsperson (Plumbing / Mechanical)
<b>Band</b>	Band 4
<b>Hours</b>	37.5 hours per week
<b>Department</b>	Estates
<b>Division</b>	Facilities and Estates
<b>Location / Hospital Site</b>	Flexible working at all sites within UHSussex
<b>Responsible to</b>	Repairs and Maintenance of Plumbing / Mechanical Engineering Building Services
<b>Accountable to</b>	Estates Officer/ Team Leader
<b>DBS Level</b>	Standard
<b>DBS Barring</b>	N/A
<b>DBS Workforce</b>	Adults

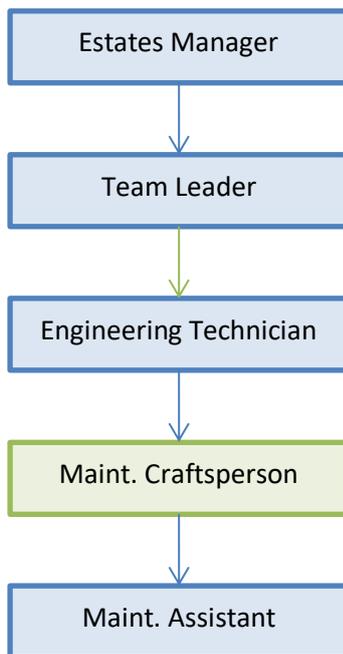
### Role Summary

- To maintain and repair a very wide range of Plumbing, Mechanical and Plant, Equipment and Services
- Deal with Major incidents such as large water leaks, ingress of rain water and blocked drainage in critical areas.
- Unblock drains, roof gullies, guttering down pipes, lavatory pans, urinals, macerators, basin wastes and waste disposal machines etc,
- Carry out Plumbing and Mechanical pipework installations, including baths, showers, basins etc.
- Attend to and resolve a loss of heating / cooling, hot and cold water services to critical areas and Medical gases to critical areas,
- Assist to motivate, train and develop the apprenticeship scheme.

### Key Working Relationships

- Estates team members, team leaders, Estates Manager, ward staff

## Structure Chart



## Main Duties and Responsibilities

Carrying out planned preventative maintenance, new work and repair of Plumbing / Mechanical Plant & Equipment:

- Plumbing, including showers, baths, basins, sinks, lavatory's, macerators, waste disposals etc, etc,
  - Medium Temperature Hot Water Plant
  - Low Temperature Hot Water Plant
  - Heating & Ventilation Systems
  - Air-conditioning Systems
  - Calorifiers and Hot Water Systems
  - Carry out plumbing / fitting installations and alterations
  - Medical Equipment
  - Medical Gas plant and Equipment
  - Water Softening plant
  - Refrigeration Systems
  - Environmental Computer controlled systems
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- To develop and maintain good working relationships with Clinicians, Departmental Heads, Risk Management, Statutory Regulators, External Consultants and Contractors.
  - To ensure Team Communication is cascaded to all areas of the Estates Department.

- To assist the Development Team in the implementation of major services shutdowns and commissioning arrangements for new developments and in hand-over procedures for the engineering systems.
- Complex fault diagnosis skills required, interpreting technical issues and formulating technical solutions to improve performance and maintain the service.
- Understand and sympathise with issues relating to clinical staff where Estates works have an impact to clinical areas.
- Plan work so that it can be carried out in a safe manner

### **Responsibility for Policy and Service Development**

To carry forward Trust policies and procedures relating to Building and Engineering Maintenance procedures. Comment on any proposed changes affecting existing plant, equipment or other services. Propose changes to working practices and procedures.

### **Responsibility for Financial and Physical Resources**

- Requesting materials from Estate Manager/ Team Leader for particular job or to replace stocks used
- Safe use and maintenance of Plant Equipment & Test equipment,
- Maintenance of plant & Equipment Install, repair & maintain Medical Equipment, Plant, services to ensure the smooth running of the Hospital Planned Preventative Maintenance to Trust standards and the routine day to day non urgent and urgent requests for Maintenance staff assistance from departmental managers, clinicians, consultants

### **Responsibility for Human Resources**

Supervision and assisting the training of apprentices and semiskilled craftsman, assist in the induction of new staff. Supervision and assisting the training of apprentices and semiskilled craftsman. Estates section of Facilities and Capital Development.

### **Responsibility for Information Resources**

Update information such as fuse charts when changes are made and Planned Preventative Maintenance log sheets and Job Requisitions for breakdowns.

### **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.

## **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.

## **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.

## Workplace and Environmental Factors

<b>Physical</b>	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 such as ceiling voids and service ducts Working in hot environments and adjacent to high energy sources e.g. steam generators (10 bar pressure at 180+° C.
<b>Emotional</b>	Able to deal with occasional distressing circumstances when working in clinical areas. Able to deal with major plant and electrical services failures to critical areas under extreme stress and pressure.
<b>Mental</b>	Frequent concentration required with an unpredictable work pattern. Able to work in a safe manner with potentially high danger from steam, electricity etc Able to work in a methodical manner Concentration required dealing with major incidents due to critical services failure.
<b>Working Conditions</b>	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.
<b>Freedom to Act</b>	Works within maintenance procedures, work is usually managed not supervised

## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Professional Registration		Application form (AF) Selection interview (I) Assessment (A)		Application form (AF) Selection interview (I) Assessment (A)

<b>Qualifications</b>	Completed and passed a formal apprenticeship City & Guilds or NVQ level 3 Continuing Training		Competent person – medical gas Electrical training for plumber / fitter	
<b>Knowledge and Experience</b>	<p>Previous experience as Maintenance Craftsman</p> <p>In depth working knowledge of Engineering Systems and experience in maintenance and its repair</p> <p>Continuing training courses on H&amp;S, Plant and Medical Equipment</p> <p>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.</p> <p>Liaise with clinical staff for shutdowns to carry out maintenance &amp; repairs</p>			
<b>Communication and Relationship Skills</b>	<p>Provide and receive routine information to inform work colleagues, patients, clients/ provide and receive complex or sensitive information</p> <p>Communicates technical issues to maintenance staff/ explain technical issues to other staff, patients</p>			
<b>Analytical and Judgmental Skills</b>	Range of facts or situations requiring analysis, comparison of range of options Problem solve technical issues, fault diagnosis and solution finding			
<b>Planning and Organisational Skills</b>	Plan and organise straightforward tasks, some ongoing Plans own ongoing maintenance activities			
<b>Skills</b>	Skills Evidence of having undertaken own development to improve understanding of equalities issues	I		
<b>Equality, Diversity, and Inclusion</b>	Evidence of having championed diversity in previous roles (as appropriate to role).	I		
<b>IT Skills</b>	<p>Able to operate and use computer controlled systems such as:</p> <ul style="list-style-type: none"> <li>· Test Equipment</li> <li>· Fire Alarm System</li> <li>· Building Management System</li> </ul>			

	<ul style="list-style-type: none"> <li>· Computerised Maintenance Management system</li> <li>· PDA's</li> </ul>			
<b>Specific Requirements</b>	Be prepared and willing to undertake working unsociable hours as overtime periodically, either at night or at weekends to suit the needs of the Trust			

