Job Description

JOB TITLE: Maintenance Technician – (Core Trade Electrical)

GRADE: AfC Band 5

BASE: Dewsbury & District Hospital

RESPONSIBLE TO: Estates Operational Manager

ACCOUNTABLE TO: Associate Director of Infrastructure: Estates

JOB PURPOSE

To provide a comprehensive multi-trade maintenance service to all healthcare Properties, Services, Plant and Non-Medical Equipment.

To provide technical assistance, instruction and training/mentoring to Maintenance Craftsperson (electrical) and Maintenance Assistants on complex maintenance issues.

**1.Professional**

* Maintain a professional appearance in line with the Trust’s dress code.
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the role, maintaining the public confidence.
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person they come into contact with during the course of their business.
* Uphold the privacy and dignity of the client group and respect equality at all times.

**2. Key Responsibilities**

* To carry out a range of repairs, installation works and planned maintenance work on a multi-trade basis requiring specialist knowledge across a range of work procedures and practises.
* To diagnose and repair electrical faults on engineering installations, plant and equipment.
* Act as team leader as required, co-ordinating/directing the work of others.
* To undertake training and development to increase your knowledge and capabilities.
* To undertake a range of complex work of a multi trad nature.
* To use skills extended beyond the core trades to aid diagnosis and maintenance activities including installation, maintenance and testing of medical gases and associated equipment.
* To undertake the role of HTM Authorised Person in areas of core skills.

 DUTIES AND RESPONSIBILITIES

* The Technician will be expected to make the necessary arrangements with user departments to effectively plan and deliver their workload in compliance with the departments Workforce Planning Portfolio.
* The post holder will be required to requisition, via the appropriate procedures, suitable replacement non-stock items. This requires the use of the correct documentation in accordance with the Stores Requisitioning Procedures.
* The post holder will be required to diagnose and repair faults to engineering installations, plant and equipment, utilising specialist tools, complex measuring and metering equipment.
* The technician will be expected to carry appropriate communications equipment to enable a rapid response to urgent/emergency situations.
* To communicate effectively with Wards and Departments in relation to Estates issues utilising written and/or verbal communication methods to ensure standards of service delivery are maintained and the service user is fully informed of Works affecting their areas of responsibility.
* To be conversant with the operation of Building Management Systems and to undertake training on the Trust`s Systems as required.
* To ensure that all works carried out comply with the Health and Safety at Work Act and all current legislation and/or guidance. The Trust`s Risk Assessment pack will be provided to ensure safe working practices. All safety PPE equipment is available and must be used where required.
* To assess individual circumstances that affect the health and safety of patients, staff and visitors and make the decision to proceed with work procedure when appropriate.
* To undertake a range of Authorised Person duties in specific specialist areas where appropriate training has been provided, e.g. LV Electrical, Water Management and Legionella Control.
* Undertakes the role of Responsible or Nominated Person as set down in appropriate regulatory and advisory compliance frameworks. These areas will be identified and agreed in writing after which appropriate training will be provided and updated.
* To ensure that check lists/advice notes are amended/updated to comply with the requirements of ISO 9001:2000, HTMs, working practices and Permit to Work Systems.
* Contribute to the Continuous Improvement Programme.
* To undertake surveys and provide comprehensive reports as deemed appropriate by the Estates Manager.
* To ensure that the Quality System framework is utilised and maintained at operational level in a manner that reflects the Department`s Quality Manual.
* To participate in an on-call rota if required

**3. Resources and Finance**

* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables during the course of their business, ensuring minimal waste and minimal cost.

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
* All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:
* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
* Attending all mandatory safeguarding training in accordance with their role
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns

**5. Personal Responsibilities**

* The post holder is responsible for taking reasonable care with regard to themselves as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the Trust.
* The post holder may be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other departments.

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date.
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan.
* If the post holder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity.

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all times.
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety Policy.
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer.
* Assist when required to do so, in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business which they come in to contact with.  All staff are expected to respect the requirements of all Data Protection legislation as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopted a “bare below the elbow policy” in January 2008. The Trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g., the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to themselves as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

**HOURS OF DUTY**

The normal working week will consist of 37.5 hours worked as required between 08.00 and 16:00 hours over a 5 day period as agreed with your Line Manager.

**ADDITIONAL WORKING HOURS**

The post holder will be expected to work a reasonable amount of overtime as the needs of the service dictate and they will be expected to respond to a recall to work request in order to deal with urgent repairs should the Estates Manager/Supervisor deem it necessary. However, the Trust cannot guarantee overtime.

##### Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

# Smoke Free Policy

The Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

1. Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations.
2. In the grounds and car parks of premises of The Mid Yorkshire Teaching NHS Trust.
3. In the entrances of any The Mid Yorkshire teaching NHS Trust buildings.
4. In the immediate areas outside The Mid Yorkshire Teaching NHS Trust.
5. In vehicles owned or leased by The Mid Yorkshire Teaching NHS Trust.

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full smoking policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service.

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**THE MID YORKSHIRE TEACHING NHS TRUST**

**Person Specification**

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| **POST TITLE: Maintenance Technician (Electrical) LOCATION: Dewsbury & District Hospital** |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | HNC in Electrical Engineering or ONC, plus proven Engineering experience within a large Estates function or its equivalent |  | ApplicationCertificates |
| **Experience** | Recognised apprenticeshipExperience in complex Engineering Services with a demonstrable track record of success | Previous experience in a large acute hospital. Previous experience of contributing to operational decision making. | ApplicationReferences |
| **Knowledge and Awareness** | Specialist knowledge of technical developments in Estates maintenance | Experience in management of changeAwareness of Building Maintenance Issues | ApplicationsReferencesInterview |
| **Skills and Abilities** | Planning skillsExcellent oral and written communication skillsAbility to work under pressure. | Team Building Team LeaderComputer literacy | InterviewReferences |
| **Personal Attributes**  | Ability to develop and build an effective team Self MotivatorDisplays drive and persistence | Must be able to work as part of a team. | InterviewReferences |
| **Other** | Fit and active with no limitations to site movement.Ability to work in difficult situations including confined spaces and abnormal conditions.Driving License  |  | ApplicationInterview |