

# Maintenance Assistant

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Western Isles Health Board  
The best at what we do



Job Advert



## Estates & Works Department Maintenance Assistant

Fixed Term for 1 Year

37 hours a week

Band 2 £25,694 - £27,900

Plus, Distant Islands Allowance of **£1,406** per annum

**27** days annual leave rising to **33** days plus **8** public holidays.

The Maintenance Assistant will be part of a multi-skilled team within the Estates Department; the post will be based at Western Isles Hospital.

The role involves planned maintenance, testing, minor repairs to plant, equipment, buildings, cleaning of plant & equipment and occasional grounds maintenance. Daily plant room routines and assisting the craftsperson posts to carry out their duties.

The successful candidate will need to achieve the Mandatory Induction Standards for Healthcare Support Workers and comply with the Code of Conduct within three months of full time employment or up to six months for part time workers. For further information see [www.hcswtoolkit.nes.scot.nhs.uk](http://www.hcswtoolkit.nes.scot.nhs.uk).

For further information on this post please contact: Kenny Macleod [Kenny.macleod@nhs.scot](mailto:Kenny.macleod@nhs.scot) 01851 704 704

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme). This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website: [apply.jobs.scot.nhs.uk](http://apply.jobs.scot.nhs.uk), along with a job description.

Tha beàrnan-obrach NHS Eilean Siar uile gu léir a' nochdadh air làrach-lìn NHS na h-Alba <https://apply.jobs.scot.nhs.uk/>, còmhla ri dealbh-obrach.

If you have any further queries, please contact Tel: 01851 762027.

## JOB DESCRIPTION

1. JOB IDENTIFICATION	
Job Title:	Maintenance Assistant
Responsible to (insert job title):	Works Supervisor
Department(s):	Works Department
Base:	Western Isles Hospital
Operating Division:	Nurse/AHP Directorate
Job Reference:	
No of Job Holders:	1
Last Update (insert date):	07.08.2025

## 2. JOB PURPOSE

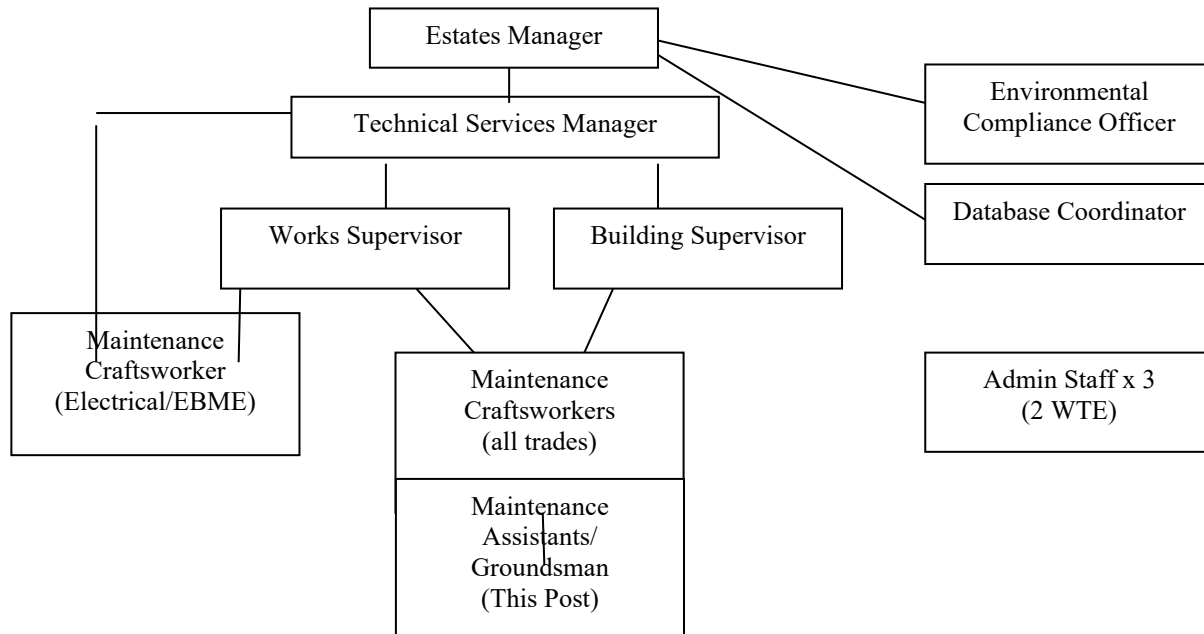
**N.B In the event of NHS Scotland being placed on an 'Emergency Footing' and or NHSWI declaring a 'Major Incident', or similar critical service demand, the role will be subject to change based on the exigencies of the service and post holder competence.**

- The Maintenance Assistant will be part of a multi-skilled team within the Works Department.
- Carry out Planned Preventative Maintenance (PPM).
- Availability to assist with out of hour's emergency service on a recall to work basis.

### Job Summary

- Record daily/weekly/monthly routine log for plant and utilities.
- Minor maintenance and repair to mechanical and/or plumbing installations.
- Assist building and engineering craftworkers and act as safety person.
- Maintaining workshops and plant rooms in a safe and tidy condition.
- Adhere to Health and Safety guidelines on the safe use of plant and equipment, ensuring that the appropriate personal protection provided is used for the task in hand.
- Seasonal clearance of snow and ice on roads and paths and gritting as required.
- Grass cutting, trimming, weeding and control of shrub beds.

### 3. ORGANISATIONAL POSITION



### 4. ROLE OF DEPARTMENT

To deliver in house capital works and planned / preventive maintenance services throughout NHS Western Isles.

### 5. KEY RESULT AREAS

#### Operational responsibilities

- Prepared to work in hazardous areas such as kitchen duct areas, canopy filter areas, working at height on the hospital chimney and working in confined spaces, taking all necessary safety measures to prevent danger, avoid injury and prevent damage to equipment.
- Work overtime to carry out emergency repairs as required by management.
- When required carry hospital communication devices - mobile phone, pager and/or two-way radio - to facilitate immediate response to emergencies.
- To actively participate in the implementation of building and engineering planned maintenance routines.
- Grounds maintenance ( snow and ice clearing, grass cutting, strimming and painting).

#### Maintenance Responsibilities

- Carry out daily boiler house/plant room routines at hospital and other board properties as required.
- To assist in routine maintenance and minor repair work to plant and equipment and act as safety person when required.
- Undertake minor repair works and general maintenance activities at the request of the Supervisor.
- Liaise with the Supervisor regarding the supply of parts and materials.
- Carry out planned preventative maintenance routines in accordance with hospital procedures.
- Uses all relevant tools and equipment within safety guidelines as necessary for the completion of works.

- Collect and deliver parts and materials from suppliers.
- Assist with maintenance, repairs, minor improvement and capital works across the Health Board domain as directed by management.
- Safety testing of electrical portable equipment using Portable Appliance Tester.
- Basic electrical fault finding on portable or fixed equipment. e.g. check equipment mains supply, fuse and functions.

#### **6a. EQUIPMENT AND MACHINERY**

- Driving light commercial vehicles with or without trailer or salt spreader when required.
- Using hand and power tools, lifting and handling of awkward or heavy equipment.
- Ability to work safely at heights.
- Set up and use battery powered mechanical hoist platform.
- Set up ladders and working platforms as a safe and secure system.

#### **6b. SYSTEMS**

- Desktop PC, mobile phone & associated software: Micad, Zetasafe, Outlook, Word, Excel.

#### **7. ASSIGNMENT AND REVIEW OF WORK**

- Record own completed job work orders on a daily basis by the Works Supervisor and post holder accesses work orders on hand held PDA/mobile phone on a daily basis.
- Prioritise own job work orders depending on own workload and maintain flexibility by adjusting job sequence to suit urgent or emergency demands within the workplace.
- Plan in advance for work out with the hospital site by loading vehicles with materials and equipment the previous day.

#### **8. DECISIONS AND JUDGEMENTS**

##### **RESPONSIBILITY FOR PATIENT /CLIENT CARE**

- Following repair ensure that equipment is properly decontaminated prior to returning back into circulation as part of the Infection Control Policy.
- Maintain and repair conventional wheelchairs, commodes and various other patient aids.

##### **RESPONSIBILITY FOR POLICIES/SERVICE DEVELOPMENT**

- Comply with Health & Safety policies.

##### **RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- Attend and confirm quantities of fuel oil deliveries at Hospital, Residencies, Health Board Offices and Health Centre.
- Careful use of all vehicles, equipment, plant, machinery, fixtures and fittings used within own scope of work.
- Minor maintenance of portable and fixed plant and equipment including the electrical safety testing of portable equipment.
- Ensure security of workshop, plant rooms and external areas within own scope of work.

##### **RESPONSIBILITY FOR HUMAN RESOURCES**

- Occasional supervision of work experience personnel when required.

##### **RESPONSIBILITY FOR INFORMATION AND RESOURCES**

- Record daily/weekly/monthly routine logs for plant, equipment, and utilities as required by the PPM system. These are shared responsibilities with colleagues.
- Update vehicle mileage and fuel logs as necessary and report any vehicle defects.
- Record portable appliance test results in equipment history folders.
- Update wheelchair service history records.

#### **RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

- Assist with occasional surveys as necessary to plant and equipment.

#### **FREEDOM TO ACT**

- Follow departmental procedures and occasionally carries out duties independently without routine supervision.
- Carry out minor adjustments for temperature changes to heating and hot water systems during daily routine checks e.g. switch on or off circulating pumps.
- Exercises discretion regarding escalation of issues.

### **9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

### **10. COMMUNICATIONS AND RELATIONSHIPS**

- Ensure that staff are fully informed before isolating water and drainage systems.
- Ensure staff are fully informed before removing equipment for service or repair purposes.
- Exchange information with colleagues to raise awareness of faults found on plant and equipment while carrying out daily routine duties.

### **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

#### **Physical**

- Frequently move or lift medium to heavy equipment e.g. centrifuge and washing machine (<50kg - using 2 people) - refrigerator and dishwasher (<25kg).
- Push or pull trolley loaded with tools and materials also, mechanical aids to move equipment within the hospital.
- Carrying ladders or steps while faultfinding or fitting new equipment (<25kg).
- Work in awkward positions on plant and equipment e.g. laundry equipment, kitchen equipment and clinamatics making the tasks required more difficult to complete.
- Work with hand and power tools while wearing gloves and mask for personal protection purposes, which introduces uncomfortable working conditions making tasks more difficult to complete.
- Work at heights using steps and ladders.
- Collect and deliver parts and materials from suppliers.

The above examples occur regularly on a daily basis.

- Frequently lift manhole covers and clear blocked drains.
- Weekly cleaning of external kitchen grease traps manholes and disposal of waste matter.
- Weekly checks of vehicles. e.g. water, oil, washers and tyres. Including washing and cleaning of vehicles.
- Assist in the set up and erection and of portable decontamination unit.
- In the absence of grounds man assist with ground maintenance when required.
- Assist with stripping down and reassembly of boiler and calorifier plant for annual insurance inspections.

- Assemble and check new mobile patient aids prior to issue.
- Collect, repair and deliver equipment located in the community on a breakdown basis.
- Shovel salt into the road gritter.
- Daily use of light commercial vehicles with or without trailer or salt spreader.
- Using hand and power tools, lifting and handling of awkward or heavy equipment.
- Service, repair and test shower mixer valves that contain small components and require manual dexterity to reassemble.

#### **Mental**

- In the absence of grounds man concentration required when using grass cutting plant and motorised machinery e.g. strimmer, motorised hand mower and tractor mower.
- Concentration required while driving in poor conditions on icy roads during gritting duties with an emphasis on road safety at all times.
- Frequent interruptions to ongoing work for responding to urgent problems.

#### **Emotional**

- Occasionally deal with minor faults to nurse call, bed head units in close proximity to very ill or distressed patients.

#### **Environmental**

- Unpleasant smells from blocked drains, clinamatics and direct contact with effluent.
- Exposure to severe weather conditions during the winter while carrying out external duties.
- Work in extreme heat in plant rooms and boiler house.
- Work in extreme cold –20°C inside main kitchen freezers to change light bulbs.
- Work in very tight and confined spaces that can be difficult to negotiate e.g., clearing drains beneath laundry washing machines or access behind equipment.
- Occasional exposure to dust and possibly bacteria while removing filters during the servicing of air handling units, extract fans or air-conditioning units.
- Occasional work with highly corrosive boiler chemicals.
- Wearing midge netting protection for long periods during the summer if carrying out gardening duties.

## **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

See attached Person Specification.

## **13. STANDARD ELEMENTS**

### **Confidentiality**

**Comply with all approved NHSWI Policies and Procedures. Comply with NHSWI Communication Strategy and Media Strategy.**

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

### **Health and Safety:**

**Assist in maintaining own and others' health, safety and security.**

This involves:

- a) Complying with Board health and safety policies, procedures and participating in mandatory training.
- b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

**Ensure own actions support equality, diversity and rights.**

This involves:

- a) Acting in ways consistent with the Board's policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.

**14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date: 07.08.2025

## NHS WESTERN ISLES - PERSON SPECIFICATION GUIDANCE

**Job Title:** Maintenance Assistant

**Department:** Works

**Location:** Western Isles Hospital

FACTOR	ESSENTIAL	DESIRABLE
Experience (Duration, Type of level or experience)	Knowledge of: - <ul style="list-style-type: none"> <li>Hot water and steam raising boilers</li> <li>Plumbing Installations and Cold Water Systems</li> <li>Drainage systems</li> </ul>	Experience of:- <ul style="list-style-type: none"> <li>Working in an Acute Hospital environment.</li> <li>Familiarity with the duties of other trades</li> </ul>
Qualifications (Specific to post/profession)	<ul style="list-style-type: none"> <li>C&amp;G certificate in Portable Appliance Testing</li> <li>Full clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>C&amp;G – Mechanical Engineering (course 686)</li> </ul> Adequate knowledge of and within the preceding three years training for, first aid treatment for electric shock.
Skills, knowledge and aptitude (Relevant to the post)	<ul style="list-style-type: none"> <li>Ability to record daily / weekly / monthly routine log for plant and utilities.</li> <li>Good awareness of Health &amp; Safety at Work Regulations</li> <li>Good communication skills.</li> <li>Ability to work at times without supervision.</li> </ul> Adaptable to change	Familiarity with grounds maintenance duties
Personal Qualities (Social skills necessary, disposition)	<ul style="list-style-type: none"> <li>Capable of working in a demand driven service.</li> </ul> Working to deadlines.	
Constraints (Un-social hours, heavy duties)	<ul style="list-style-type: none"> <li>Availability for recall to work for emergency duties</li> <li>Availability for undertaking overtime.</li> <li>Ability to work-at-height using access from ladders/scaffold.</li> <li>Ability to work in confined spaces.</li> </ul> Ability to work as safety person	<ul style="list-style-type: none"> <li>Manual Handling Training.</li> <li>Health &amp; Safety Awareness for Prefabricated Scaffold Towers.</li> </ul>
Other factors	<ul style="list-style-type: none"> <li>Able and willing to undertake hazardous practices. (with appropriate risk assessment in place)</li> <li>Able and willing to travel and work in Uist &amp; Barra as and when required, to provide</li> </ul>	



	<p>cover for annual leave or sickness or carry out relevant work duties as directed by management.</p> <ul style="list-style-type: none"><li>• Able and willing to stay overnight at the staff residences if required at short notice during storm forecast conditions or in emergency situations as directed by management.</li><li>• Good general health and does not suffer colour vision impairment</li></ul>	
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# A Place to Live

The quality of life in the Western Isles, particularly for those with families, is outstanding: a safe space to bring up children, stress-free commutes with jaw-dropping views, and the opportunity to stroll along our pristine beaches or explore our dramatic scenery on your days off.

Community spirit is at the heart of the Western Isles. It is close-knit and welcoming, residents are proud of the place where they live and are keen to support young and old. The islands have a strong cultural identity stemming from their distinctive history.

Although the islands are remote, you can still keep connected with the wider world. There are frequent transport links to the mainland via ferries and three island airports – Barra, Benbecula, and Stornoway. The Air Discount Scheme (cheaper flights for islanders) and Road Equivalent Tariff (subsidised ferry fares) ensure transport is affordable. High-speed internet is widely available and allows islanders to stay connected globally.

Local Primary and Secondary Schools provide high quality education with the opportunity to learn through the Gaelic language. There is a network of excellent sport and leisure facilities in the Western Isles with annual cultural festivals and venues with live entertainment.

Key worker housing can be applied for through Hebridean Housing Partnership.

## Useful Information

[cne-siar.gov.uk](http://cne-siar.gov.uk) Comhairle nan Eilean Siar (Western Isles Council - for more information on Schools, leisure and culture)  
[visitouterhebrides.co.uk](http://visitouterhebrides.co.uk) (for more information on our islands and what to see and do)

## A Place to Work

NHS Western Isles employs over 1000 staff over a number of sites, including:

- Ospadal nan Eilean Siar (Western Isles Hospital), Stornoway
- Ospadal Uibhist agus Bharraigh (Uist and Barra Hospital), Benbecula
- St Brendan's Hospital, Barra
- A number of GP and Dental Practices across the island chain
- A variety of community-based health services

Being part of a smaller team with a flat management structure provides the opportunity to widen your experience and be involved in a range of planning and decision-making that you might not otherwise experience in a larger setting. Our patients are our community, and there is opportunity to contribute to multi-disciplinary and holistic care to patients and families across healthcare settings.

Support and development are central to NHS Western Isles' ethos, and this involves working in partnership with the University of the Highlands and Islands, NHS Education for Scotland, and other higher education institutions. Our Professional Practice and Learning team will support and advise you on your learning journey. Many opportunities can now be accessed remotely through online learning. Regular clinical training is available and scenario-based learning is available in our recently-installed sim lab.

The Western Isles has a range of employment opportunities in the public and private sector for those that are relocating as a family. Please contact us and we can direct you to vacancies that might be suitable.

All staff are valued equally and we welcome and encourage those from diverse backgrounds to come and work for us.



# NHS WESTERN ISLES BENEFITS

## Pay

The NHS pay system is known as Agenda for Change (AfC) which applies to all staff excluding medical, dental and executive level managers.

The benefits include a standard working week of 37 hours, with pay enhancements to reward weekends, nights and overtime working. This ranges from time plus 88% to time plus 30% depending on your pay band and shifts you work.

Distant Islands Allowance is paid to all staff who live in the Western Isles. This is currently £1,406 per year.

## Annual Leave

Annual leave entitlement is 27 working days, rising to 29 working days after 5 years' service and 33 days after 10 years' service. In addition to this, you are entitled to 8 statutory public holidays every year.

## Work-life balance

We understand that balancing work and home commitments can sometimes be difficult.

### Our policies offer:

- Flexible working including home working
- Paid parental leave
- Paid carer leave
- Paid bereavement leave
- Occupational sick pay scheme

## Wellbeing

We recognise that your mental and physical wellbeing is important and we aim to support you in the workplace.

We have a 24-hour confidential helpline to support you and your family through any of life's issues or problems. This includes counselling, family issues, bereavement, financial wellbeing, relationship advice, legal information and more.

## NHS Pension Scheme

All new employees will automatically be enrolled in the NHS Pension Scheme, or if you are an existing member your membership will continue.

### Key features

- Benefits accrued on a Career Average Revalued Earnings (CARE) basis.
- Normal pension age the same as your State Pension Age.
- Pension accrual rate of 1/54th of pensionable earnings each year.
- Valuable death benefits for your dependents.
- Option to take part of your pension and continue working.

Further information on the benefits of the scheme, can be found at [sppa.gov.uk](https://sppa.gov.uk).

## Travel & Transport

We participate in the Cycle to Work scheme, enabling you the opportunity to buy a bike tax-free.

Those who need to travel a lot for work will be eligible for a leased car.

## Right to Work in the United Kingdom

We will support those that are eligible for a certificate of sponsorship to apply for a work visa. Candidates who require a Certificate of Sponsorship can access further information on the UK Border Agency's new points based system that now governs the way individuals from outside the EEA can work in the UK at [bia.homeoffice.gov.uk](https://bia.homeoffice.gov.uk).

