NHS Grampian

Job Description

# SECTION 1

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| JOB IDENTIFICATION |  |
| **Job Title:** | Maintenance Worker (Plumber) |
| **Department(s):** | Estates Department  Facilities Directorate |
| **Location:** | Aberdeen Royal Infirmary |
| **Grade:** | Band 4 |
| **Hours:** | 37.5 hours per week |
| **Salary:** | £22,700 - £24,973 per annum |
| **Contract:** | Permanent |
| **Job Reference:** | KJ020174 |

###### SECTION 2

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|  | **Job Purpose –** To maintain, repair, operate and fault find on a wide range of water and drainage systems, related plant and equipment, as necessary for the provision of a high quality, safe, efficient healthcare service on sites within NHS Grampian for patients, staff and visitors. To maintain compliance with the water written scheme.  Carry out minor improvement and capital funded associated works as required. |
|  | **Organisational Chart** (Please identify this post clearly in the structure – as a minimum show 2 levels above and 2 levels below (where relevant). |
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| **1** | Communication and relationship skills – Provides and receives routine information.  **Evidence:** The post holder will be expected to provide routine information to inform work colleagues and will also receive complex information  implementing new operating procedures for new equipment.  The post holder may have to communicate routine technical issues to maintenance staff/ explain routine technical issues to other staff and patients.  Incidental communication with patients.  The post holder will attend team briefings with  Estates Officers and Supervisors to discuss the overall  management of the plumbing section of the  Estates Department.  To project a positive and professional manner and attitude at  all times with an energetic, dynamic and positive approach to  challenging situations including being adaptable to change  within the organisation.  Instructing directly employed work persons such as apprentices ,maintenance assistants, contractors and contractor’s employees and assisting specialist Contractors,  Ensuring they comply with health & safety regulations. Such as receiving safety documents and permit to work as per SHTM guidance.  IT competent in use of I pad and PC. |
| **2** | Knowledge, training and experience – range of work procedures and practices majority none routine: intermediate level of theoretical knowledge. **Evidence:** Completion of a recognised plumbing/heating engineer apprenticeship. Knowledge of procedures for plumbing/mechanical and gas maintenance and repair to related equipment and systems.HNC level or city & guilds plus relevant post apprenticeship training or equivalent experience.  Be a competent tradesman with extensive relevant  experience in maintenance some of which should  preferably have been acquired in the health care sector,  having demonstrated high versatility and flexibility of the job  and training as appropriate to satisfy the demands of the post  including clear understanding of the operation of water and heating services.  To evidence ability to work as a competent person in disciplines such as legionela control , plumbing,and heating systems  Have good communication skills  Knowledge of both site and workshop practices, experience  of standard practices, processes and materials of the trade  and have an awareness of, or an awareness of the existence  of, but not restricted to, the following:-  Understanding of SHTM Guidance.Water regulations.  WRAS approved.  Pressure Regulations.  Health and Safety at Work Act;  Asbestos Awareness.  Legionella awareness.  HEI awareness.  Management of Health and Safety at Work Regulations  Provision and Use of Work Equipment Regulations;  Manual Handling Operations Regulations;  Workplace (Health, Safety and Welfare) Regulations;  Personal Protective Equipment at Work Regulations;  The Construction (Lifting Operations) Regulations;  GasSafe  Numerous NHS A & A’s Policies & procedures;  Risk assessment; Construction, (Health, Safety and welfare)  Regulations; and  Regulations pertaining to working with asbestos, working in  confined spaces, working at heights, First Aid Restraint  Systems Scaffolding Erection and the like.  To attend training establishments/on the job training as  Participate in continuous professional development. |
| **3** | Analytical and judgemental skills – Range of facts or situations requiring analysis, comparison of range of options **Evidence:** Locating plumbing faults within continuously  changing properties and systems.  Diagnosis and rectification of faults on NHSG assets, plant and systems.  Making a professional assessment to determine when equipment is beyond economic repair which will impact on the Maintenance budget. Comfortable and capable of making decisions and  judgements based on a rational analysis of particular  circumstances and to determine best solution for problems as  they arise applying Skills, Judgement, and Experience to  minimise the hazards and disruption to patients, staff, and  visitors, within the properties of the Organisation.  Working to job docket priorities  Communicate/feedback appropriate information to  Supervisors, Estates Officers and customers.  Required to prioritise tasks and fulfilling the needs of clients  whilst making best use of limited resources and often  constrained by special restrictions set by clients  Assess the urgency of work as it arrives and co-ordinate  available staff to respond in the most efficient manner  possible, while at all times constantly monitoring the  situations as they develop to achieve best value solutions  often with limited means. |

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| **4** | Planning and organisational skills – Plan and organise straightforward activities, some ongoing. **Evidence:** Post holder is required to prioritise own ongoing maintenance tasks.  The post holder is required to locate Plumbing faults within  multiple water systems  To carry out procedures on I Pads for Planned Preventative Maintenance, Inspection, Testing, in addition to monitoring & recording temperatures as per water written scheme procedures ensuring that all report sheets, Test Certificates, and Log Books are completed for written schemes and PPM as necessary.  To mentor apprentices in core trade skills and instruct maintenance assistants during routine plumbing work activities.  Accompany contractors during such tasks as statutory testing of pressure systems.  Participate in an on call rota to a frequency as required to meet the need of the service. |
| **5** | Physical Skills – Post requires highly developed physical skills where accuracy is important but no specific requirement for speed. **Evidence:** The post holder will be expected to be skilled in the use of fine tools and equipment such as but not limited to hand tools, power tools, drain rods, hot work equipment such as welding plant, drain jetting machine, lifting and access equipment, fine camera survey tools, I pads to receive work and PCs to operate building management systems. etc.  The postholder will have a full driving licence.  Postholder will maintain personal tools in safe working condition. |
| **6** | Responsibilities for patient/client care – Assist patients/clients during incidental contacts **Evidence:** Any patient contact will be incidental |
| **7** | Responsibilities for policy/service development – Follow Policies in own role may be required to comment and propose changes to procedures in own area. **Evidence**: The post holder is expected to follow NHSG policies and also local policies that affect the estates department. Involvement in local partnership meetings encouraged.  The post holder is responsible for implementing their aspect of policies  Throughout the department.  The post holder may also propose new ways of working or protocols in the work area which may be implemented following discussion and agreement by line management. |
| **8** | Responsibility for Financial & Physical Resources – Installation and/or repair and maintenance of physical assets **Evidence:**  Maintains and repairs trust property and equipment.  To ensure the correct use and condition of all relevant tools  and equipment, within safety guidelines as necessary for the  Completion of works.  To ensure Planned Preventative Maintenance on water systems and assets is  Carried out in accordance with agreed procedures and that all report sheets, Test Certificates, and Log Books are completed for water related PPM and written schemes as necessary. Ensure stock levels are up to date and to place orders with supervisor for stock and equipment. Receive and sign for goods in. |
| **9** | Responsibilities for human resources – Day to day supervision. **Evidence:** Supervises apprentices and maintenance assistants. |
| **10** | Responsibilities for information resources – Record personally generated information. **Evidence*:*** The post holder will record information from maintenance  jobs that are completed by themselves such as temperatures, procedural documentation and statutory recordings. Will complete own time sheets and job cards.  To ensure Planned Preventative Maintenance, Inspection,  and Testing, Daily use of IPADS for workflows. Daily use of building management systems. |
| **11** | Undertakes surveys or audits as necessary to own work/regularly undertake equipment testing. **Evidence**: The post holder participates in surveys, audits/undertakes acceptance and testing of new systems. |
| **12** | **Freedom to act – Clearly defined occupational policies**  **Evidence**: The postholder works within maintenance procedures.  Directly accountable to the Maintenance supervisor and estate officer, works within standard safety standards.  Work is received from all levels within the division but there is  self-generated work in accordance with the identification of  Potential problems and solutions. Post holder determines how best to solve problems and fix equipment only seeking guidance as appropriate.  The postholder is expected to use their knowledge to determine the best course of action when fixing an issue. |
| **13** | **Physical effort** –**Occasional requirement to exert intense physical effort for short periods.**  **Evidence**: Frequent requirement to exert moderate physical effort for  short periods e.g. loading vehicles Installation/Extraction of  Motors, Ventilation Plant. Installing Heavy Cabling.  Occasionally engaged in heavy repairs  Move materials / equipment frequently, by way of push trailer;  hitch trailer on/off vehicles  Working from ladders / steps ability to work at heights  Moving of heavy manhole covers. |
| **14** | Mental effort – Frequent concentration, work pattern predictable. **Evidence**: Frequent requirement for concentration ,i.e. fault finding, with a  predictable work pattern, completing work dockets, completing time sheets, written scheme record keeping, driving,  working/equipment, Planning best use of limited resources, Imputing work data into IT systems such as PC or hand held devices.  Completing work within measured timescales. |
| **15** | Emotional effort – Exposure to distressing or emotional circumstances is rare. **Evidence**: Exposure to emotional or distressing circumstances is rare such as incidental contact with terminally ill patients on wards.  Occasional indirect exposure to aggression when working within  psychiatric ward areas |
| **16** | Working conditions – Frequent exposure to highly unpleasant working conditions. **Evidence:** The post holder will visit all properties of the division and  required to visit working sites in inclement weather  conditions.  Frequent exposure to unpleasant working conditions  Working in Ducting,Undercrofts, Plant rooms, Roof Spaces,Attics, Water Tanks,  Confined Spaces Hazardous Areas; - Live Equipment, Sluice  Machines/Waste Disposals, Heights, Controlled Infectious Areas.  Working in Dusty/Dirty/High/Low Temperature Areas: - Plant  rooms, Calorifier rooms, Boiler rooms, Main Kitchen, Laundry  Plant and Equipment, Cold Rooms and Refrigeration Units.  Occasional exposure to highly unpleasant working conditions  Some exposure to hazards / noise / vibration.  Daily exposure to dirt, dust and smells. |

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|  | **NHS GRAMPIAN**  **PERSON SPECIFICATION** |

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| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. |

POST/GRADE Maintenance Worker (Plumber)

LOCATION/HOSPITALS Aberdeen Royal Infirmary

WARD/DEPARTMENT Maintenance and Technical Services (MaTS)

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | Completed recognised and registered craft plumbing  apprenticeship or appropriate qualification.HNC/HND in plumbing/heating trade discipline or equivalent level of experience. | To evidence ability to work as a competent person in disciplines such a legionela control, all aspects of water and drainage distribution |
| Experience | Be a competent Plumber with extensive relevant plumbing & heating  experience in building maintenance some of which should  preferably have been acquired in the health care sector, | Familiar with other engineering trades such as heating systems.  Computer skills |
| **Special Aptitudes /**  **Abilities** | Able to articulate well, with good team, inter-personal, communication and training skills  Commitment to enhancing customer services  Displays an objective outlook, with proven problem solving techniques  Awareness of Health and Safety requirements | Evidence of formal Health and Safety training  Current full driving licence |

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| **Disposition** | Self motivated, flexible, adaptable and innovative  Dynamic and positive approach to challenging situations |  |
| **Physical Requirements** | A good deal of walking is required on a daily basis between jobs. Fit to work at time in confined spaces and at heights from ladders,lifts,or scaffold etc. |  |
| **Particular Requirements of the Post** | The post holder must be able to operate unsupervised and may work at times across the whole of the NHSG estate.  They must project a positive and professional manner and attitude at all times. |  |