

### 1. JOB IDENTIFICATION

<b>Job Title:</b>	<b>Maintenance Assistant</b>
<b>Responsible to:</b>	<b>Coordinating Supervisor</b>
<b>Department:</b>	<b>Estates</b>
<b>Directorate:</b>	<b>Property, Procurement and Facilities Management</b>
<b>CAJE NO:</b>	<b>SG No 1201</b>

### 2. JOB PURPOSE

The postholder will assist in the provision of a comprehensive maintenance, repair and minor works service within NHS Greater Glasgow and Clyde sites, which will significantly contribute to the provision of excellent patient care.

The Post holder will operate as part of a trained multi-skilled team, providing support for Multi-Skilled Technicians and Craftsmen and performing minor electrical, mechanical and plumbing repairs that do not require the attention of a time-served craftsperson.

This will consist of the post holder performing Planned Preventative Maintenance (PPM), Reactive Maintenance (RM), Minor Works (MW) on a supervised and unsupervised basis.

### 3. ROLE OF DEPARTMENT

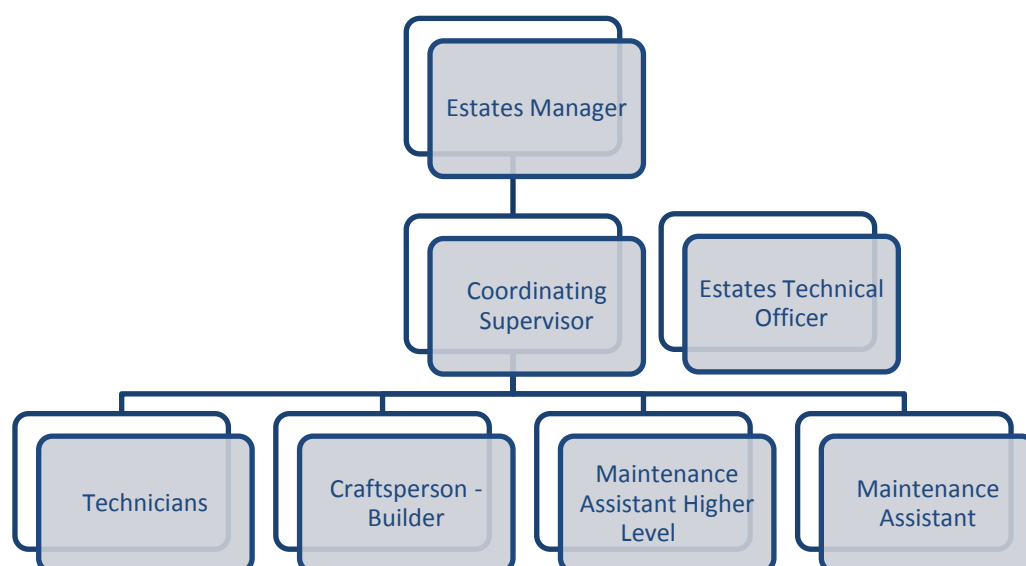
The Estates Department facilitate the delivery of uninterrupted quality healthcare by providing a 24 hour, 7 day a week safe comfortable & statutory compliant built environment which supports the effective provision of high quality clinical care for our patients.

This is achieved by maintaining and delivering an effective Planned Preventive Maintenance programme and reactive repair service as well as executing installation and commissioning works of critical plant and equipment to support the delivery of all clinical services.

The Department also provide an integral contribution to the continual management & control of Health Associated Infection with respect to the built environment, in compliance with national HAI SCRIBE, Health Environment Inspectorate (HEI) & Healthcare Associated Infections Task Force audits and Facilities Management Tool (FMT).

Along with providing technical support & expert guidance in the design and implementation of clinical service developments, including development support in the writing of specification & preparation of tender documents through to awarding contracts, planning & organising the projects.

#### 4. ORGANISATIONAL POSITION



#### 5. SCOPE AND RANGE

The post holder is semi-skilled but suitable trained individual employed by NHS GG&C, which comprises four sectors as detailed below, The post holder is based within one of these named sectors.

1. South Sector
2. Clyde Sector
3. North East and West Sector
4. Partnerships Sector including HSCP

The post holder forms part of a team of fully trained and certified people employed by NHS GG&C working across Electrical, Mechanical, Plumbing & Joinery skills.

They are responsible to the Coordinating supervisor on operational matters and work under the direction of the technician\craftsman when supporting work at higher skill levels.

There are no budgetary responsibilities however the post holder is responsible for ensuring stock is used appropriately and aid the control of stock of materials used in a day-to-day basis.

#### 6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Key duties will include, but will not be limited to:

- Perform the repair of minor faults in a safe manner and report faults out with range of training or skill to Technicians or Supervisors.
- Assist technicians and craftsperson with the installation and commissioning of machinery, pipework and fittings, cabling and electrical equipment, to ensure safe practice, and in compliance with health and safety regulations.
- Perform Planned Preventative Maintenance in accordance with Divisional and manufacturers recommendations.
- Mechanical Engineering:-
  - Perform all Boiler and Plant checks as required and report any faults
  - Check and change Medical Gases as required.

- Perform checks on trolleys as required and repair.
- Check and Change air filters
- Minor Repairs to Washing Machines / Beds / Ceiling Tiles etc.
- **Electrical Engineering:-**
  - Perform daily checks on Ward and corridor Lighting and replace lamps, starters etc as required.
  - Perform safety checks, on patient and hospital equipment and enter data in the appropriate log book. E.g. Portable Appliance Testing.
  - Check and change electrical plug tops as required.
  - Perform checks on Ward Fridges, repairing minor fabric faults or reporting as required.
  - Participate in Fire Alarm Testing.
- **Plumbing Engineering:-**
  - Conduct maintenance of hydrotherapy pool on a weekly basis, ensuring that water is replaced and filters are clean to prevent transfer of infection and ensure safe operation.
  - Unblock choked toilets.
  - Unblock choked drains.
  - Trace flooding problems to source and isolate if possible.
- Recording of details of work carried out within set time-scales to prevent breakdown and maintain optimal operation of equipment in the relevant Log Books or Job Sheets.
- Maintain all Health & Safety Regulations in relation to plant and equipment to ensure a safe environment within all hospital sites throughout NHS GG&C.
- Carry out Portable appliance testing where required.
- Participate in a Permit-to-Work system.
- Undertake specialist duties as required, and where appropriately trained.
- Undertake any other duties and tasks as commensurate with the grade of this post and the relevant training, skills and experience.
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#### **7a. EQUIPMENT AND MACHINERY**

- Two-way radios.
- Medical gas test kit.
- Electrical test lamps.
- Computer/Software.
- Hydrotherapy pool test kit.
- Breathing Equipment.
- Portable appliance tester.
- Lifting gear: Slings, chain blocks Etc.
- Portable power tools: Drills, Grinders, Screw cutting m/cs, Kango hammer .Etc.
- Hand tools: Wrenches, spanners, hammers, measuring instruments. Etc.

#### **7b. SYSTEMS**

- Completion of Timesheets and Expenses sheets for forwarding to wages department
- Completion of Portable Appliance Testing records carried out within the hospital.
- Plant log records.

- Boiler check and overtime sheets for forwarding to Supervisor.
- Boilers records sheets. (Including Chemicals records.)
- Daily job lines to supervisor.
- Computerised maintenance management System.
- Permit-to-Work.

## **8. DECISIONS AND JUDGEMENTS**

The Post holder conducts the majority of their work unsupervised and when not assisting the Technicians/Crafts maintenance person, they are responsible for prioritising their own assigned work load, such as Portable Appliance Testing.

The post holder can be first line response to routine faults and must be able to assess requirement for intervention from the Technician/Crafts maintenance person through knowledge and understanding of the varied electrical, mechanical and plumbing services/plant and equipment throughout a number of hospital sites. This can only be acquired by work experience and formal training. Advice and guidance is provided by Craftsmen, Technicians, Supervisors and Estates Officers.

Carry out maintenance/ minor repairs on electrical, mechanical and plumbing services in all hospitals within the sector within designated parameters and Health and Safety Regulations. The post holder will analyse the situation to determine what the problem is and if it can be repaired, if a new part is required, whether the part is in stock or needs to be ordered and does it require the attention of a technician or is it beyond repair. The post holder must record these findings on job dockets and report to supervisor or contact technician / supervisor by phone if job requires immediate attention.

The post holder will examine job tasks on PDA task management system at start of shift and on an ongoing basis during the shift. They will be expected to plan and prioritise their own work and liaise with technicians to address tasks requiring higher level of technical competence.

## **9. COMMUNICATIONS AND RELATIONSHIPS**

The post holder is required to communicate in a clear and concise manner in relation to technical skills and safety with a range of people within the hospital environment.

The post holder is required to explain both Technical and Safety issues, in understandable language to non – technical staff in charge within various departments of the hospital.

Communication is written (reports and logged information) and verbal.

The post holder must build and maintain a good understanding and working relationship with others within and out with the department including:-

Colleagues and management within Estates Department, including the other trade groups.

Nursing/Medical staff within wards/theatres/departments.

Management/staff within all other departments.

Liaise with outside Contractors.

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

### PHYSICAL SKILLS/EFFORT:-

- Good eye hand co-ordination required for precision and intricate work. E.g.(Changing Medical/industrial Gases)
- Working with heavy equipment. E.g. replacing elect/pumps and motors, heavy lifting and handling gear.
- Standing, bending, walking for long periods
- Working from ladders, scaffolding and safety harnesses at heights ranging from 6ft to 150ft.

### MENTAL SKILLS/EFFORT:-

- Mental arithmetic
- Chemical test results and fuel stocks.
- Reading and interpreting manuals and instructions.

### ENVIRONMENTAL

- Coming into contact with raw sewage and noxious gases whilst unblocking drains.
- Exposed to faeces and body fluids on a daily basis whilst assisting in repair of Macerators Sluice Units.
- Exposed to waste food materials whilst assisting in repair of waste disposal units.
- Exposed to high temperatures due to steam and hot water services whilst working in plant rooms and duct areas.
- Risk of exposure to a range of vermin in ducted areas.
- Working in confined spaces with the possible risk of hazards and a difficult working environment.

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

- Basic problem solving when dealing with faulty equipment or breakdown, requiring some analysis
- Working within departmental policies and procedures when carrying out post duties.
- Physical demands of the post.
- Dealing with difficult staff and patients in a respectful and tactful manner.

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

### Essential

- Significant knowledge and understanding of a wide range of works procedures across the full range of building trades and disciplines operating within the hospital environment is an essential requirement of this role.
- 2 years experience in similar field
- Be able to demonstrate an ability to work unsupervised and complete a wide range of building and repair work and responding to a variety of situations including planned maintenance, emergency response, installations and testing regimes
- Be able to resolve problems that are non-routine (e.g. dealing with emergency situations or service disruption) that require problem solving skills e.g. breakdowns and plant failure

### DESIRABLE

The maintenance assistant requires a wide range of training to a certificated level across all disciplines within the Estates function. This includes those listed below

- Multi-skilling training certificate to enable the post holder to operate within Electrical, Mechanical and Plumbing fields (This is a 3-day course certificate by City & Guilds)
- City & Guilds Level 3 Inspection and Testing of Electrical Equipment (module) (This is a 5-day course 2377 – 12 certificate by City & Guilds)

- Power Access certificate in mobile work platforms (This is a 1-day certificate course)
- Boiler Awareness certificate (This is a 1-day certificate course)
- Fork Lift Truck certificate
- Health & Safety training in Asbestos awareness, Legionella, Fire Safety, Confined Spaces, Lifting & Handling and Safe Working Practices (This is a 1-day attendance ( per year) certificate)
- Trained as appointed named person as per HTM2020(Electrical Safety Code)
- Trained in recognised courses for the safe release of passengers from lifts
- One day training course in Medical Gas Cylinder handling

#### **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:

Date:

Head of Department Signature:

Date: