



**Maintenance
Craftworker
(Electrician)**

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Western Isles Health Board
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Job Advert



Maintenance Craftworker - Electrician

**Band 4 Salary £23,709 - £25,982 per annum
PLUS £3,754 annual Recruitment & Retention Premium
PLUS Distant Islands Allowance of £1,117 per annum
PLUS On Call Allowance (1 week in 7)
37.5 hours per week
Permanent Post**

The Maintenance Craftworker (Electrical) will be part of a multi-skilled team within the Estates Department. The role involves planned maintenance, testing, diagnosis and repair of electrical installations, electrical equipment and installing/altering building electrical systems. The role involves the participation in an out of hours emergency service covering Lewis & Harris through an on-call rota, currently 1 week in 7. On call allowance and overtime for the additional half day shifts (Sat & Sun Morning) during the on-call week is paid for the week you are on call, plus any call outs.

For more information on living and working in the Western Isles visit the website: <http://www.wihb.scot.nhs.uk/wihrr.pdf>.

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.

For further information on this post please contact: Kenny Macleod, Maintenance Supervisor Kenny.macleod@nhs.scot 01851 704 704

Additional benefits of working for NHS Western Isles

- Enhanced rates of pay for evening and weekend working
- Generous annual leave entitlements
- Automatic enrolment in the NHS Pension Scheme
- A Carer Positive employer with access to paid special leave
- Generous occupational sick pay and maternity leave provisions

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: <https://apply.jobs.scot.nhs.uk/> along with a job description.

Any further queries please contact Tel: 01851 762027

WESTERN ISLES NHS BOARD JOB DESCRIPTION

1 JOB IDENTIFICATION

JOB TITLE: MAINTENANCE CRAFTWORKER (ELECTRICAL)

DEPARTMENT(S): WORKS

JOB HOLDER REFERENCE:

NO OF JOB HOLDERS:

2 PURPOSE

- The Maintenance Craftworker (Electrical) will be part of a multi-skilled team within the Estates Department.
- Carry out Planned Preventative Maintenance (PPM).
- Undertake minor improvement and capital works.
- Provide an out of hours emergency service covering Lewis & Harris through an on-call rota system.
- Travel and overnight stays to Uist and Barra to undertake essential maintenance and testing of medical plant and equipment in GP Premises and Hospitals throughout Uist and Barra.

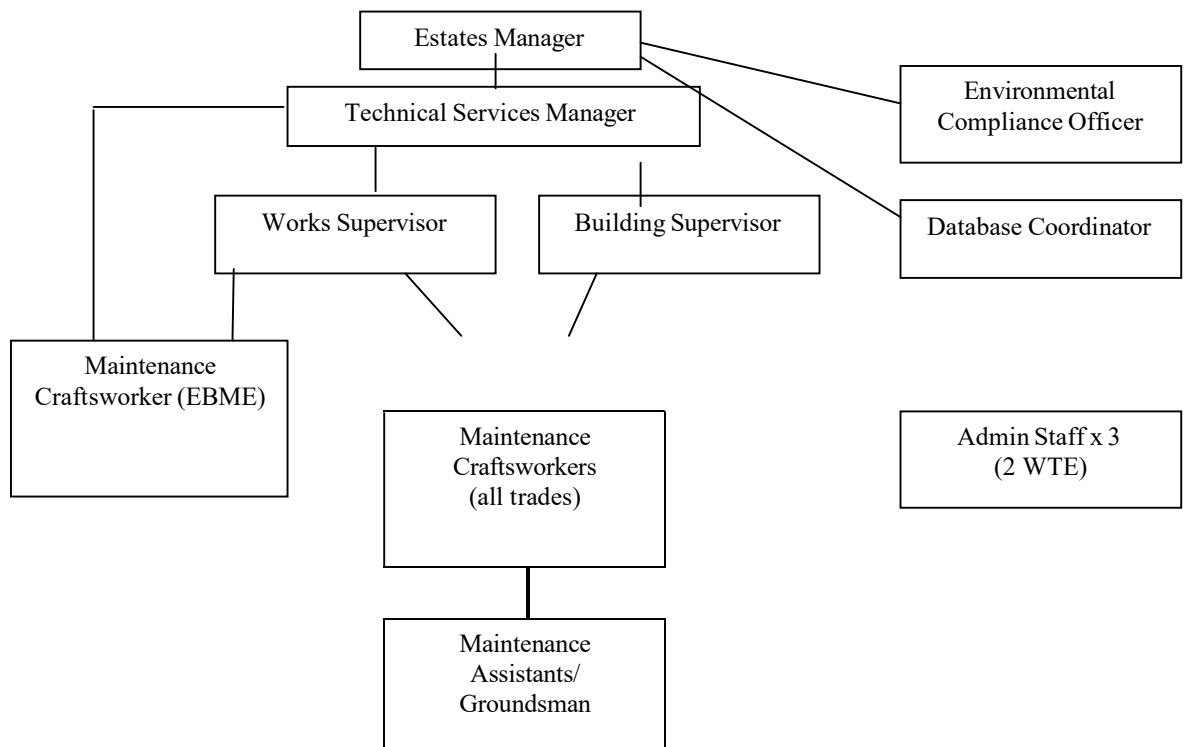
3 JOB SUMMARY

- To carry out planned maintenance, diagnosis and repair to electrical plant, equipment and installations.
- Responsible for calibration and fault finding on a range of medical sterilising plant and equipment such as Steam Sterilisers, Instrument Washer Disinfectors and.
- Ability to adapt through knowledge and training to acquire skills of other trades.
- To deal with new situations as they arise and pass on knowledge to others.
- Manufacture, assemble, erect and install new works.
- Fabricate and re-design of parts to repair equipment no longer supported by the manufacturer.
- To be familiar with and 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.
- Collect, deliver and repair equipment located in the community on a breakdown basis.



- Record daily/weekly/monthly routine logs for plant history, boilers, fire alarm systems, water temperatures and all the utilities as required by the PPM system.
- Seasonal clearance of snow and ice on roads and paths by gritting as required.

3a ORGANISATIONAL CHART



4 MAIN DUTIES AND RESPONSIBILITIES OF THE POST

KNOWLEDGE TRAINING AND EXPERIENCE

1. A minimum qualification of City & Guilds in:-
 - Electrical and Electronic Craft Studies Part II (course ref : 232-2) or
 - Electrical Installation Work Part II (course ref : 236-2)
2. IEE 18th Edition Regulations.
3. Adequate knowledge of and within the preceding three years training for, first aid treatment for electric shock.
4. Full Driving Licence.

Training and Experience

- To comply with, by attendance, lifting and handling, fire prevention and resuscitation courses done in-house.
- Attend external and in house training to learn new skills and techniques and to meet the needs of the organisation as directed by management.
- Attend occasional training courses for Steam Sterilising and Instrument Washer Disinfector plant, which may involve remaining on the mainland for up to two weeks at a time.

Operational responsibilities:

- To be prepared to work in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment.
- Work overtime to carry out emergency repairs as required by management.
- Undertake on-call duties as part of the on-call team to ensure that emergency repairs occurring out of normal hours are attended to.
- When required carry Hospital communication devices (Mobile phones, Pagers and/or Two-way radios) to facilitate immediate response to emergencies.
- Undertake maintenance and testing of equipment and systems in accordance with the requirements of Scottish Health Technical Memorandums (SHTMs).
- To actively participate in the implementation of all types of planned maintenance schemes required by the organisation.
- Actively participate in the completion of all paperwork required including test results and job docketts
- To work in accordance with the requirements of Scottish Health Technical Memorandums (SHTMs) on Sterilization SHTM 2010, Medical Gases SHTM 2022, Water Supplies SHTM 2027 and Washer Disinfectors - SHTM 2030.

Maintenance Responsibilities:

- Carry out maintenance, repairs, minor improvement and capital work across the whole Health Board domain at the request of the supervisor and as directed by management.
- To liaise with the Supervisor regarding plant or equipment failures and to request the supply of goods and/or services as necessary.
- Undertake fault-finding on complex critical systems and equipment using 'cause effect analysis' and detailed examination to gain a solution.
- Carry out planned preventative maintenance inspections in accordance with Hospital procedures.
- Complete all report sheets and test certificates as necessary
- Interprets and follows the regulations in accordance with the requirements of Scottish Health Technical Memorandums (SHTMs)
- Immediately notifies the Supervisor of any deviation from the regulations.
- Follows detailed drawings and specifications.



- Uses all relevant tools and equipment within safety guidelines as necessary for the completion of works
- Ensure compliance with statutory requirements and Health and Safety policies and permit to work systems at all times.
- Responsible for undertaking Low Voltage electrical installations in accordance with SHTM 2020

5 ANALYTICAL AND JUDGEMENTAL SKILLS:

- Fault find on various electrical hard wired systems up to and including three phase 415 volt systems, ensuring compliance with Health & Safety policies and permit to work procedures at all times.
- Occasional maintenance and fault finding to EBME (Electro Bio-medical Equipment) (average 10% of working week).
- Carry out analysis, diagnose faults, repair and or upgrade to a wide range of complex electrical and mechanical systems, which contain several, possibly separate but interacting components or modules. (daily basis).
- Study and interpret operational manuals, drawings, schematic diagrams and circuit diagrams to aid fault diagnoses on systems.
- First point of contact during an on call rotation for the Works Department's out of hour's emergency service. Responsible for initiating an appropriate response following analysis of a situation e.g. repair, make safe, reset or call a more specialised colleague for technical information.
- Instigate tests for autoclaves, washer disinfectors and ultrasonic baths. Including analysis of test results in order to ensure compliance with statutory requirements, Health and Safety policies and permit to work system at all times

6 PLANNING AND ORGANISATIONAL SKILLS

- Prioritise own job docket depending on workload and maintain flexibility by adjusting job sequence to suit urgent or emergency demand within the workplace
- Record own completed job docket on a daily basis.

7 PHYSICAL SKILLS:

- Driving light commercial vehicles with or without trailer, dental caravan or salt spreader as required.
- Use of precision tools for adjustments and calibration of miniature circuit boards in electronic equipment.
- Using hand tools, power tools and specialised tools requiring concentration and manual dexterity i.e. crimping tools and soldering equipment.

8 RESPONSIBILITY FOR PATIENT/CLIENT CARE

- Daily contact with patients in all wards, at times distressed patients, when repairing or replacing equipment i.e. nurse call/bedhead units, airwave mattresses and hospital beds.
- Comply with all Infection Prevention and Control procedures in all, and especially clinical areas.



- Ensure that all equipment is properly decontaminated prior to returning back into circulation as part of the infection control policy.
- Maintain equipment for use in patient care also, relate to patients and carers in community locations for e.g. Pegasus mattresses and electrically operated beds (once a month).

9 COMMUNICATION AND RELATIONSHIP SKILLS;

- Demonstrate basic functional controls and correct use of devices to patients and carers.
- Consult staff and ensure that they are fully informed and in agreement before isolating services or removing equipment for repair. Liase with staff in order to provide alternative arrangements until repairs have been completed.
- Instruct and advise equipment users by telephone how to resolve basic equipment malfunctions.
- Instruct and advise colleagues on the safe use of equipment unfamiliar to them.
- Contact with equipment manufacturers and suppliers regarding complex fault diagnoses and technical information.

10 RESPONSIBILITY FOR POLICIES/SERVICE DEVELOPMENT

- Comply with Health and Safety policies

11 RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- Careful use of all vehicles, EBME and electrical equipment, plant, machinery, fixtures and fittings used within own scope of work.
- Condemn small items of equipment that we are no longer able to maintain through lack of spares or repair costs and complete relevant documentation.
- Ongoing responsibility for security of workshop, plant rooms and external stores.
- Sole responsibility for security of departmental areas during on call duty period.

12 RESPONSIBILITY FOR HUMAN RESOURCES

- Provide advice and demonstrate new methods and working practices to less experienced colleagues.
- Demonstrate the user interface or other features of equipment to users as necessary.
- Provide technical advice and support to Maintenance Assistants on a daily basis.

13 RESPONSIBILITY FOR INFORMATION AND RESOURCES

- Daily update of databases as equipment is tested.
- Record daily/weekly/monthly routine logs for all plant, equipment, systems and utilities as required by the PPM system, these are shared responsibilities with seven others.
- Regularly update vehicle mileage and fuel logs as necessary and report defects.

14 RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- Inspect and test equipment and installations and collate results :-



- Emergency lighting and battery backup systems (Quarterly)
- Electrical distribution (5 Yearly)
- Portable appliance testing. (PAT) - (ongoing daily occurrence)
- Testing calibration and planned maintenance of CDU equipment. (Weekly)

15 FREEDOM TO ACT

- Follow departmental guidelines and carries out duties independently without routine supervision.
- First point of contact during on call duties for the Works Department's out of hours emergency service which covers a wide variety of problems and is responsible for initiating an appropriate response. This requires analysis of a situation to decide the appropriate course of action. e.g. repair, make safe or reset.
- To undertake elements of work on own initiative and act independently e.g. sterilizers, washer disinfectors and distribution services.
- Authorised signatory for statutory test results on CDU equipment.

16 SUPPORTING EVIDENCE

PHYSICAL DEMANDS OF THE JOB

- Lifting and manoeuvring of awkward and heavy equipment, Frequently move or lift medium to heavy equipment (<50kg - using 2 people) - refrigerator and dishwasher (<25kg) (daily).
- Push or pull trolley loaded with tools and materials also, mechanical aids to move equipment within the hospital (daily).
- 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 (daily).
- 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.

The above examples occur regularly on a daily basis.

- Frequently lift manhole covers to clear blocked drains.
- Occasionally change-over propane gas cylinders. (4 times per annum).
- Shovel rock salt into road gritter 20 mins per fill (seasonal over winter months).



17. MENTAL EFFORT

- Frequent requirement to provide immediate solutions to a wide range of problems that could occur at any given time. It may be the case that patients or staff are in close proximity waiting for the problem to be resolved. This situation creates pressure to perform (daily).
- Unpredictable interruptions to concentration due to the requirement to attend more urgent situations (4 /5 times a day).
- Prolonged concentration when fault finding on plant, equipment and systems. This involves the study of service manuals, circuit diagrams and schematic drawings (3/4 times a day – each approx one hour duration)
- Having to deal with unknown situations on a regular basis resulting from faults or conditions outside the normal range of work therefore put under pressure to arrive at an instant decision.
- Frequent prolonged concentration when fault finding or carrying out statutory weekly testing of CDU equipment.
- Concentration required while driving in poor conditions on icy roads during gritting duties with an emphasis on road safety at all times.
- Respond to call out in inclement weather at night when road conditions are poor

i.e. gales, fog, flooding or icy roads.

18 EMOTIONAL EFFORT

- Frequently deal with repairs to nurse call/bedhead units in close proximity to very ill or distressed patients.

19 WORKING CONDITIONS

- Unpleasant smells from blocked drains, clinamatics and direct contact with effluent (weekly)
- Exposure to severe weather conditions during the winter while carrying out external duties.
- Work in extreme heat in plant rooms and boiler house.(daily).
- Work in extreme cold –20°C inside main kitchen freezers to change light bulbs and check and or repair panic alarm and door locking mechanisms (weekly).
- Some unavoidable exposure to hazards while diagnosing, repairing or testing of electrical and medical equipment (daily).
- Frequently 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 (daily).
- Occasional exposure to the possibility of infection from bacteria while repairing equipment that retains static water e.g. washing machines, dishwashers and shower head fittings (daily).

- Occasional exposure to dust and possibly bacteria while removing filters during the servicing of air handling units, extract fans or air-conditioning units (day a



month).

- Work with highly corrosive boiler chemicals and chlorine solutions using appropriate PPE (daily when on routine duties).

20 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.



FINAL CEO 05.05.2021

JOB DESCRIPTION AGREEMENT

I, (Print Name)confirm that the job description(s) /person specification(s) attached have been discussed with me and are an accurate and up-to-date account of the duties and responsibilities and skills/qualifications required to undertake the post.

Job Holder's Signature:

Date

Head of Department Signature:

Date 05.05.2021



Person Specification

Job Title: Maintenance Craftsperson (Electrical)

Department: Works

Specification Headings	ESSENTIAL	DESIRABLE
Experience (Duration. Type of level or experience)	<ul style="list-style-type: none"> Recognised CITB/EITB Craft Apprenticeship in electrical engineering for a minimum period of 3 years <p>And</p> <ul style="list-style-type: none"> 2 years site experience <p>And</p> <p>Knowledge of :-</p> <ul style="list-style-type: none"> Diagnosis and repair of faults in electrical installations 	<ul style="list-style-type: none"> Experience of working in an acute hospital environment <p>Knowledge of :-</p> <ul style="list-style-type: none"> Electronic Circuits Low Pressure Hot Water Systems and Steam raising Plant Plumbing Installations and Cold Water Systems Heating and Ventilation Systems
Qualifications (Specific to post/profession)	<p>Minimum qualification of City & Guilds in :-</p> <ul style="list-style-type: none"> Electrical and Electronic Craft Studies Part II (course ref : 232-2) <p>Or</p> <ul style="list-style-type: none"> Electrical Installation Work Part II (course ref : 236-2) <p>And</p> <ul style="list-style-type: none"> IEE 18th Edition Regulations Adequate knowledge of and within the proceeding three years training for, first aid treatment for electric shock. Full Driving Licence 	<ul style="list-style-type: none"> C&C Certificate in Portable Appliance Testing Relevant SCOTEC / BTEC Qualification BTEC – Electro Bio-Medical Maintenance Practice (EBME)



Skills, knowledge and aptitude (Relevant to post)	<ul style="list-style-type: none"> • Good awareness of Health & Safety at Work Regulations • Good communication skills. • Ability to work at times without supervision. • Adaptable to change 	
Personal Qualities (Social skills necessary, disposition)	<ul style="list-style-type: none"> • Capable of working in a demand driven service. • Working to deadlines. 	
Constraints (Un-social hours, heavy duties)	<ul style="list-style-type: none"> • Availability for on-call duties (30 minutes response time) • Availability for undertaking overtime. • Ability to work-at-height using access from ladders/scaffold. • Ability to work in confined spaces. 	<ul style="list-style-type: none"> • Manual Handling Training. • Health & Safety Awareness for Prefabricated Scaffold Towers.
Other factors	<ul style="list-style-type: none"> • Able and willing to undertake hazardous practices (with appropriate risk assessment in place) • Good general health and does not suffer colour vision impairment 	

About the Western Isles

The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.

Those who enjoy outdoor activities will find that the islands have a lot to offer. Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.

The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

Links

visitouterhebrides.co.uk
welovestornoway.com
hebrides-news.com
hebrideanhousing.co.uk
cne-siar.gov.uk

About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

Stornoway—Western Isles Hospital (Ospadal nan Eilean Siar)

Benbecula—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

Barra—St Brendan’s Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

Web

wihb.scot.nhs.uk

The latest information about the Board’s response to the COVID-19 pandemic can be found on the Board’s dedicated website.

Web

coronavirus.wi.nhs.scot



Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

Stornoway Airport—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

Benbecula Airport—Glasgow, Inverness, Stornoway

Barra Airport—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



Links

Ferry Travel:
calmac.co.uk

Air Travel:
loganair.co.uk

Car Hire:
carhire-hebrides.co.uk
lewis-car-rental.com

Air Discount Scheme:
airdiscountscheme.com