

# AGENDA FOR CHANGE NHS JOB EVALUATION SCHEME



## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title:	Maintenance Craftsperson Plumber
Reports to (insert job title):	Maintenance Supervisor
Department, Ward or Section:	Estates Department
CHP, Directorate or Corporate Department:	
Job Reference:	DHFACIRAIGESTS20
No of Job Holders:	7
Last Update (insert date):	April 2015

### 2. JOB PURPOSE

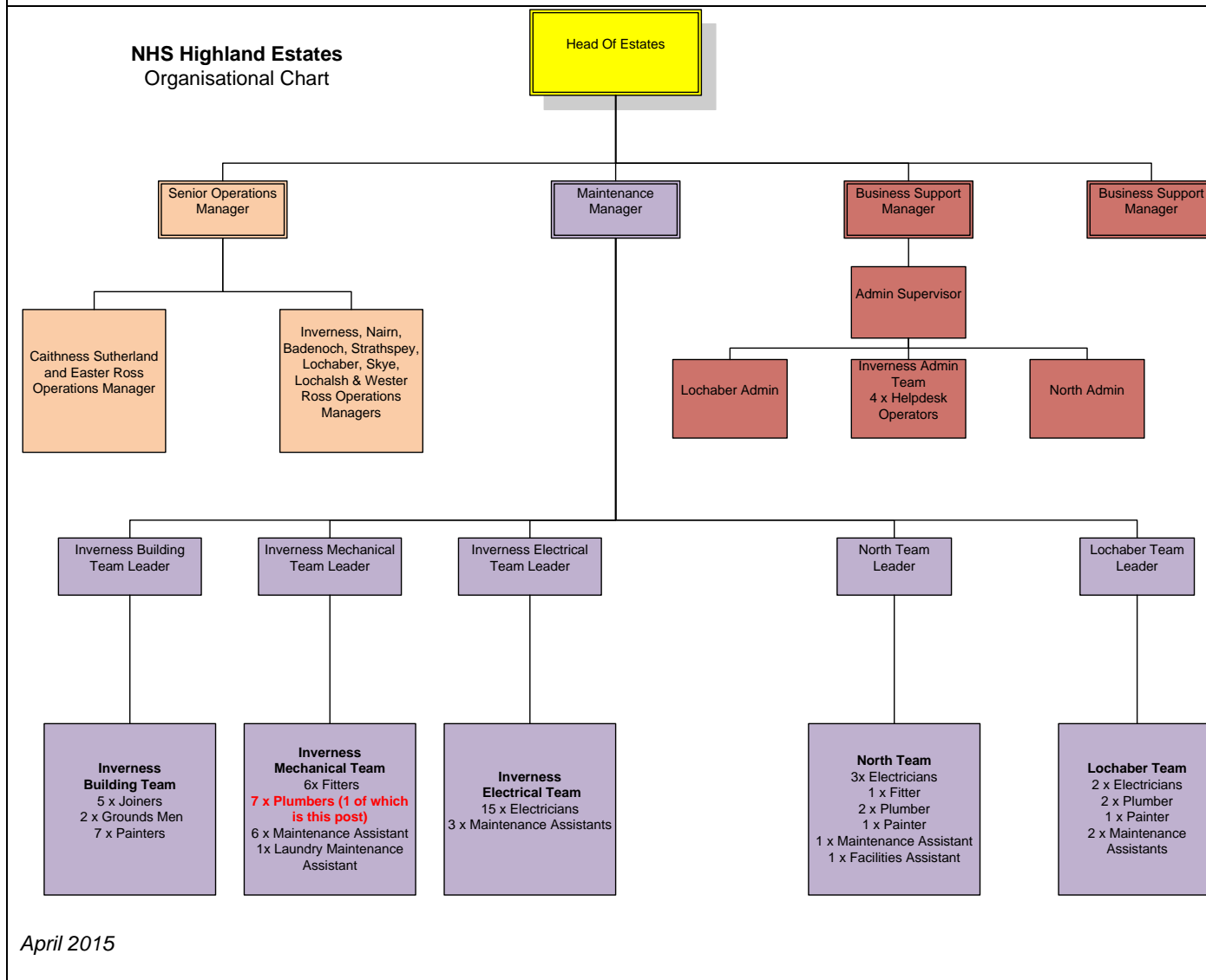
To provide first line delivery of maintenance, new and alteration works within the post holders skills and trade both during and outwith normal hours.

The object of the job is to deliver effectively, efficiently and economically day-to-day maintenance, new and alteration works for the benefit of the service and to provide a safe environment for patients, staff and visitors to the hospital

### 3. DIMENSIONS

<u>Staff</u>	<u>Property Portfolio</u>
PTB x 17	25 Hospitals
Tradesmen x 89	97 HCs/Clinics
Admin & Clerical x 11	54 Community Bases/Houses
	Floor Area 231,278 sq m

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

To provide a comprehensive building and engineering maintenance and grounds service to the estate. Project management including the design and supervision of delegated capital schemes.

- Provide programme of planned preventive maintenance
- Breakdown/irregular maintenance
- Participate in Capital projects and upgrading work
- Participate at site meetings advising planning team and contractors on major work
- To provide 24/7 hr Engineering cover
- To provide on-call Plumber
- To provide on-call Technical Officers

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

- 1) To undertake a comprehensive planned maintenance programme in accordance with the NHS Highland Control of Legionella and Management of Safe Surface and Water Temperature policies.
- 2) To undertake a comprehensive planned plumbing maintenance programme on hot and cold water services including external and internal drainage systems, fire hydrants and hose-reels.
- 3) To provide a responsive fault finding and problem solving solution to day to day plumbing breakdowns following requests initiated by customers via the Estates Helpdesk.
- 4) To participate in an out of hours plumbing on-call service to maintain continuity and in response to the needs of the service.
- 5) To obtain materials from local suppliers.
- 6) To carry out alterations and improvements to plumbing services to agreed specifications.
- 7) Measure and plan new installations and alterations checking drawings and site plans to determine best practice.
- 8) To give advice to patients and staff when plumbing services are under repair or modification, e.g. do not use WC.
- 9) The post holder will follow Estates and NHS Highland policies but may be asked to comment on new developments.
- 10) Install and commission machinery using installation manuals to ensure safety and compliance with water bylaw regulations.
- 11) The post holder will work with and supervise Maintenance Assistants and Apprentices.
- 12) Test and report on new equipment for audit, e.g. maintenance records.
- 13) Ascertain desired action using acquired skills and abilities to expedite best solution for desired outcome.
- 14) To be aware of and comply with the requirements of the Health & Safety at Work Act, (encompassing Risk Assessments, Method Statements and Permits to Work), associated Acts and subordinate regulations to minimise risk and protect patients, staff and public from danger/harm and NHS Highland from litigation.
- 15) Carry out such other duties relating to the work of the department as required by management.

**7a. EQUIPMENT AND MACHINERY**

- Hand and power tools
- Gas monitors
- Use of testing and monitoring equipment
- Access platforms and ladders
- Brazing, welding, burning equipment
- Drain rods, power washers
- PDA

**7b. SYSTEMS**

- Recording of maintenance and repairs activity in line with statutory and system requirements (work orders, check lists, risk assessments, and performance checks)
- Completion of personal timesheets, overtime and annual leave
- Maintaining stock levels and identifying spares/materials required
- Completion of on-call documentation
- Adherence to policies and procedures (including Permit to Work)

**8. ASSIGNMENT AND REVIEW OF WORK**

- 1) The post holder receives direct instruction from the Maintenance Supervisor who also prioritises and reviews workload. Work is regularly checked.
- 2) Work is generated from various sources, e.g. via the Estates Helpdesk, planned preventative maintenance system, and minor works alterations from Estates Officers. The post holder is required to exercise initiative in making decisions with regards to plumbing maintenance, repairs and installations.
- 3) The post holder is expected to work unsupervised and is technically accountable for his/her own actions.

**9. DECISIONS AND JUDGEMENTS**

- 1) Decisions are made on a continual basis with each member of plumbing workshop staff being allocated a job in response to planned and unplanned maintenance.
- 2) The post holder shall require the ability to organise their area and use their judgement to deal with new situations as they arise.
- 3) To prioritise requests and demands from various sources balancing the workload with available resource
- 4) Check availability of equipment / materials and accessibility before commencement of work.
- 5) During emergency call-outs the post holder has freedom to undertake whatever work is required to restore failed equipment or service, subject to consultation with the on-call Technical Officer on major decisions.

- 6) When troubleshooting faults the post holder can shut down systems until repairs are complete for health and safety reasons, following established policies and procedures, e.g. Permit to Work.
- 7) The post holder shall have the in depth ability to diagnose and repair faults on complex plumbing equipment and services, drainage, roofs.

## 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- 1) Maintain high standard of work often in restricted conditions.
- 2) Balance unplanned repairs whilst ensuring planned maintenance continues.
- 3) Working in inhospitable and often cramped conditions.
- 4) Liaise with colleagues, staff and patients regarding access to clinical/ward areas before commencement of work.
- 5) Fault finding and problem solving across a wide range of equipment and services.
- 6) Required to have a comprehensive knowledge of the plumbing drainage, waste, etc, plant and equipment throughout the hospital.
- 7) During on-call the post holder must decide what first hand action will be required to maintain safe and continued services as there is no on-site technical support immediately available.

## 11. COMMUNICATIONS AND RELATIONSHIPS

**Within department:** with other trade groups and disciplines, senior staff members on a day to day basis.

**Outwith:** staff and managers regarding plumbing services. Suppliers of materials.

Provide and explain technical information and instruction to staff, patients, colleagues and members of the public regarding faults and safe use of plumbing equipment and services. This can be complex, sensitive with barriers to understanding.

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

### Physical skills

Driving.

Use of hand and power tools.

Use of precision tools when adjusting and calibrating various types of plumbing equipment.

### Physical effort

Moving and handling.

Carry tool box weighing more than six kilos frequent daily from job to job.

Move equipment and materials weighing more than fifteen kilos due to access difficulties with no mechanical aids. This can be occasional to frequent dependent on task at hand, e.g. pumps, valves, etc.

Crawling through solums and other confined spaces, wearing of PPE, e.g. masks, gloves, etc.

**Mental effort**

Concentration required tracing faults on plumbing systems in public areas. Being aware of any danger this may pose to the public, staff and patients - frequent.

Intense concentration required when working on high pressure water systems – occasional.

**Emotional effort**

Working in close proximity to terminally and seriously ill patients when working on ward plumbing systems.

On-call – call out at any time of day or nights one week in four.

**Working conditions**

Working at heights.

Working in cramped and restricted areas often in inhospitable contaminated environments.

Working both inside and out.

Working on sluice masters, blocked toilets and sewage pipes, frequent direct contact with body fluids.

Working in excavations.

Working in hot, wet, dusty, cramped conditions.

Working in inclement weather.

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

- A recognised apprenticeship in the appropriate trade, a City & Guilds or equivalent qualification.
- Good communication and team working skills.
- Attend specialist training courses as required by management, e.g. Legionella.
- Ability to prioritise and work using own initiative.
- Literacy and numeracy
- Driving licence.

**14. JOB DESCRIPTION AGREEMENT**

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Date:

Job Holder's Signature:

Date:

Manager's Signature: