NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION | Job Title | Maintenance Supervisor Mechanical |
| Department(s)/ Location | NHS Tayside Estates Division |
| Number of job holders | 1 |
| JOB PURPOSE The Post holder (Maintenance Supervisor Mechanical) will be qualified, trained and competent to provide support to meet the needs of the service  The Post Holder will be employed as a Maintenance Supervisor to provide support to meet the needs of the service.  To ensure that Equipment and Structures are Repaired and Maintained within the organisation in order that the equipment and structures can carry out their intended purpose safely.  The Post holder may be required to work at any NHS Tayside property as and when necessary.  Post holder shall ensure that the work is carried out in order of priority based on statutory and risk related maintenance  Able to provide direction to trades staff, contractors and advice to all relevant NHS staff. | | |
| ORGANISATIONAL POSITION Maintenance Manager  **Maintenance Supervisor This Post**  Maintenance Chargehand  Trade Staff & Maintenance Assistants | | |
| SCOPE AND RANGE To Co-ordinate, supervise and allocate Staff and Resources to undertake work on a wide range of Structures, Plant and Equipment.  Providing Technical assistance to staff and contractors on issues that are complex and non-routine, ensuring compliance with health, safety and environmental standards and procedures.  The Post holder is responsible for all NHS Staff under their remit.  The Post holder assists in the maintenance of hospital sites, health centres, dental practices, GP premises and other health related sites and staff residential premises.  On occasions the Post holder may have to take charge of breakdown situations or staffing issues where there is no Estates Management on site or immediately available for whatever reason, using his experience and discretion to manage the situation until management becomes available.  Monitor and adjust resources to ensure effective delivery of projects and day to day work load using initiative and discretion to ensure the most effective use of staff and resources in a coordinated manner to provide an efficient service. | | |
| MAIN DUTIES/RESPONSIBILITIES **Induction Standards & Code of Conduct**  Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and the Code of Conduct for Healthcare Support Workers  The Post holder shall ensure that they are up to date with NHS Policies and Procedures and participate in induction and organisational development to ensure they are appropriately trained and have access to Learning and Development programs to meet the needs of the service. Everyone will be encouraged to take an active role in their own Personal Development Plan (PDP) to enhance their competencies with the aid of the Annual Development Review Process and the Personal Development Plan.  To directly Supervise staff under their remit, monitoring timekeeping and discipline, time sheets and job dockets, utilise hand-held Electronic devices compiling wage sheets and holiday requests, and recording sickness and absence. Issue and control job request / card distribution and return, recording all appropriate information and authorising /sign for all changes, co-ordinating the work of different trades, to ensure work is carried out effectively.  Utilise Computer Aided Facilities Management System (CAFMS) to prioritise and allocate planned work and break downs to Electronic Hand-held devices co-ordinating the work of different trades to ensure work is carried out effectively. Authorise / sign of Electronically any changes to work.  Carry out Risk Assessments and formulate Method Statements, ensuring all staff are aware of the relevant Health, Safety and Environmental / NHS Tayside Policies and Procedures.  Plan maintenance activities (including staff rotas and overtime works) allocating staff, materials and transport, and assist in minor work planning and preparation of materials lists.  Prepare spare parts requisition lists; monitor the progress of the spare parts to minimise delays. When delays are caused by lack of spare parts or resource notify the ward or department and line manager.  Ensure that all work is undertaken using the correct equipment, by NHS Staff having the necessary training, skills and competence to undertake the task.  Act as a single point of contact regarding plant or equipment failures and to arrange the supply of materials and/or services as necessary.  To ensure all work undertaken by NHS Staff is in accordance with the relevant and current SHTMs, SHBNs, SHFNs, SHPNs and Approved Codes of Practice.  To ensure all staff working in hazardous areas take all safety measures to prevent danger, avoid injury and prevent damage to equipment and adhere to Healthcare Associated Infection (HAI) control Plans and procedures.  At all times to carry a communication device (pager, radio, and/or mobile telephone or device) to facilitate an immediate organised response to emergencies. Electronic Hand-held devices to respond / monitor work requests and planned maintenance scheduled maintenance.  Co-ordinate the activities of external contractors. Record all service visits and assess activities are in compliance with service level agreements, health, safety and environmental standards.  To liaise directly with clients to prioritise the activities of NHS Staff and contractors carrying out repair works and general maintenance activities under maintenance and/or direct contract.  Monitor staff undertaking faultfinding on complex critical systems and equipment. Providing technical support and liaising with suppliers as necessary.  Organise remedial work or Emergency isolations of services as and when required.  Maintain records as required by Estates BSI Quality Systems Quality Procedures.  Ensure staff fully participates in the BSI Quality Systems Quality Procedures.  To identify training needs within the workforce and ensure satisfactory timekeeping and attendance.  Provide Technical advice to contractors and NHS Staff.  Interpret detailed drawings and specifications to instruct and advise others.  Contact suppliers/wholesalers assess costs and delivery times, options and placing orders up to authorised levels as may be required in accordance with procurement procedures.  Organise the calibration of test equipment to comply with mandatory standards and quality control systems.  Plan, organize and adjust multi-trades and activities to adjust resources to ensure effective delivery of service.  To participate in a comprehensive out of hours on call system to respond to emergency situations.  To participate in the Quality Management System  Compliance with Infection Control SHFN 30 SCRIBE  Authorised Person as per specific appointment after relevant training and certification.  Supervisor to deputise for Maintenance Manager as required. | | |
| COMMUNICATIONS AND RELATIONSHIPSThe post holder is directly responsible to the Maintenance ManagerThe post holder will receive works requests from the Maintenance Manager.The post holder shall have direct Line Management responsibility for all NHS Staff under their remit.The post holder shall have to deal with confidential matters which include dealing with staff issues, return to work interviews, TURAS appraisal system in relation to NHS Policies and Procedures. The post holder shall communicate with Contractors and all stakeholders to advise and instruct on maintenance contracts, breakdown repairs, quotations, timescales and materials.  Provide technical advice and assistance to the Maintenance Manager and Chargehand, contractors and NHS Staff under their remit  Ability to liaise and foster positive co-operative relationships with other estates groups and departments. Show a customer service approach with staff, patients and outside agencies.  To ensure satisfactory discipline and employee relations by developing effective working relationships with all staff groups.  To attend meetings with Estates Maintenance Manager or management team and other Departments to plan maintenance activities and priorities.  To project a positive and professional manner and attitude at all times.  To be adaptable to change within the organisation.  Energetic, dynamic and positive approach to challenging situations..  To provide Training, Technical Advice, Health Safety and Environmental Advice and General Support to Staff within their remit.  To be responsible for the Over-All Supervision of NHS Staff within their remit.  To Discuss, Instruct, Direct and Assist specialist Contractors, ensuring they comply with health, safety and environmental regulations.  To assist in the selection and recruitment of new NHS Staff.  The ability to understand, communicate and negotiate complex information effectively to all NHS Tayside Staff, Contractors and external Professional Bodies, which often impacts across several departments and services.  Provide complex technical advice and assistance as required to technical and non technical staff. | | |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOBKnowledge Acquired through Higher National Certificate (HNC) or Ordinary National Certificate (ONC) with experience in relevant discipline and recognized Craft / Modern Apprenticeship. The post holder will be qualified, trained and competent in the relevant SHTMs required for the post and in particular the requirements of SHTM 02-01: Medical gas pipeline systems, SHTM 03-01 Ventilation for healthcare premises Part B and SHTM 04-01: Safe water in healthcare premises Part B with regard to safe working and the role of the competent person 04-01. Relevant Training, Awareness and Understanding of: Scottish Health Technical Memorandum’s  Scottish Health Building Notes  Scottish Health Facilities Notes CDM regulationsAsbestos AwarenessIOSH Safety ManagementRisk AssessmentGas safetyConfined spaces SHTM 03-01 Ventilation for healthcare premises Part B: Operational management and performance verification  Legionella SHTM 04-01 Competent Person  Medical Gas Pipe Systems (MGPS) 02-01  Works Information Management System  Infection control, SHFN 30 HAI Scribe  PUWER 1998 Regulations (after appropriate training)  Working at heights, Access Equipment and Scaffolding Erection (after appropriate training)  Lifting and Handling, First Aid and CPR, (after appropriate training).  Risk Assessor (after appropriate training)  Healthcare Associated Infection (HAI) control Plans and procedures ,Scribe (after appropriate training).  To attend NHS and Manufacturers training establishments or on the job training as necessary.  To attend and be trained in Health and Safety at Work and Environmental regulations (after appropriate training).  IT skills to a Competent/Appropriate level using estates systems as required. (After appropriate training).  Good communicator with team working skills.  Ability to prioritise and work using own initiative.  Previous knowledge and experience in a supervisory capacity. | | |

ESSENTIAL ADDITIONAL INFORMATION

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| 1. SYSTEMS AND EQUIPMENT   **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.  Knowledge and understanding of the Building Management Systems installed in area of responsibility, operationally fault finding.  Knowledge and understanding of buildings and services, in post holders remit.  Maintain and update computerised databases relating to various aspects of the department.  Able to extract relevant information from NHS Intranet and various Web sites as the situation determines. Knowledge and understanding of Works Information Management Systems.  Ability to use relevant estates departmental IT systems |
| 1. PHYSICAL DEMANDS OF THE JOB   Periods of Intense Physical Effort: The working environment is wide and varied. The post holder shall be based in administrative accommodation but will be required to visit all delegated NHS Tayside properties and other rented properties within the locality from which the Department provides Estates Services  Periods of Mental Effort: - This post will require close adherence to tight time scales in order that a diverse range of matters can be drawn together timeously and effectively. This will place the post holder in a dynamic working environment.  The post holder shall have to react positively and effectively to catastrophic and potentially catastrophic system and utility failures. These failures require extreme mental effort and may lead to highly stressful situations.  Frequent interruption by telephone, pager, own staff, other NHS staff or contractors, where work priorities and activities are changed because of these interruptions.  To be capable of managing an adverse incident over an extended period.  Periods of Emotional Effort: Dealing with staff issues, Contactors issues, dealing with complaints. The post holder may be required to deal effectively with Systems/Installations, which may have a direct impact on patient care.  Working in Confined Spaces: - This may involve visiting plant rooms, attics under buildings and other such confined and or contaminated spaces and may require the wearing, on the occasion, of personal protective equipment (PPE), which will be supplied by the Department.  The post holder is required to have the following skills:-   * Keyboard Skills. * Manual Handling Skills. * Analysing and Interpretational Skills * Management Skills |
| DECISIONS AND JUDGEMENTSThe Post holder must use initiative and discretion to ensure the most effective use of staff and resources in a co-ordinated manner to provide an efficient service.Participate in Service ShutdownsJudgments across a wide range of Estates issues taking into account legislation, H&S, conflicting demands- allocation of labour, complex fault finding. |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOBEfficiently and effectively organising resources including labour and materials where conflicts exist and deal with new situations as they arise disseminating newly acquired information to others.To prioritise and co-ordinate the requests and demands from various sources.Co-ordinate emergency situations when they arise and ensure staff are deployed quickly and efficiently, and ensure the situation is resolved in a quick and safe manner.To ensure maintenance risks are managed and kept to a minimum. |
| JOB DESCRIPTION AGREEMENT The job description will need to be signed off using the attached sheet by each post holder to whom the job description applies. |

**JOB DESCRIPTION AND ESSENTIAL ADDITIONAL INFORMATION FORM – SIGNATURE OF AGREEMENT**

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| **Post Title** | Maintenance Supervisor Mechanical |
| **Reference Number** | SC06 - |

The attached job description and essential additional information will be used as part of the Agenda for Change assimilation exercise and therefore the job-matching panel may wish to seek further clarification on any issues contained within the documents. Should this be necessary please identify an appropriate Manager and Staff representative who can be contacted.

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| **Responsible Manager** | **Maintenance Manager** |
| **Contact No.** |  |
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| **Staff Representative** |  |
| **Contact No.** |  |

I/we the undersigned agree the attached document is an accurate reflection of the requirements of the post. The essential additional information provides accurate information of additional job related factors.

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| **Signed: - (Manager)** |  |