

#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: **Maintenance Craftsperson (Electrical) On -Call**  Responsible to: **Estates Officer Maintenance Services**  Department: **Estates**  Directorate: **Operations**  Operating Division: **Victoria Hospital**  Job Reference:  Wages : £27,598 - £30,019 plus on- call allowance.Approx £1500 per annum  No of Job Holders:**6**  Last Update : **June 2023** |
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| 2. JOB PURPOSE |
| The post holder will be part of a multi disciplined maintenance team responsible for the electrical installation, repair and maintenance of the building, plant and equipment throughout the jurisdiction of the Victoria Hospital Estates**.** To ensure the smooth running of the electrical services and equipment to meet the needs of the organisation. |

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| **3. DIMENSIONS** |
| The post holder will work in all areas of the Victoria Hospital, , Dundee University (Fife Campus) and outlying buildings. The range of plant and equipment to be installed, repaired and maintained includes:  Steam Generators, large industrial laundry equipment, fire alarms, air conditioning, heating and ventilation systems, emergency generators, electrical services, nurse call systems, fixed and portable equipment, security and CCTV systems, various types of catering equipment.  Undertaking maintenance, fault finding and repairs, minor improvements and capital works projects.  Ensuring compliance with the Trusts health and safety standards and procedures at all times.  Security access control, Key holders for secure areas. |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| The Department provides an integrated building, engineering and medical physics, operation and maintenance service within the Acute Division, ensuring that conditions are met to enable the Division to carry out acute healthcare in a safe and comfortable environment.    The services include:  a) Operation and maintenance of plant and equipment for heating, lighting, power, ventilation and  Medical / non-medical equipment.  b) Designing, specifying, tendering, installing and supervising minor works and maintenance contracts.  c) Advise on all matters relating to the Estate in respect of statutory responsibility, good practice and  Health and safety.  d) Energy Conservation and Environmental Management.  e) Security Management. |

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| 6. KEY RESULT AREAS |
| * To work in accordance with the requirements of SHTM 06-02, The Electrical Safety Code for Low Voltage Systems as appointed Competent Person for the Trust. * To work to and adhere to Electricity at Work Regulations 1989. * Responsible for undertaking electrical installations in accordance with the latest IEE regulations BS7671. Interpret and follow the regulations at all times immediately notifying the Engineering Supervisor and/or relevant Estates Officer of any deviation from the regulations. * Carry out routine maintenance, repairs and safety checks on electrical equipment. * Carry out planned preventive maintenance and repairs to major items of plant ensuring minimum disruption of patient services. * To undertake portable electrical equipment and fixed installation testing and general inspections monitoring results to ensure that they comply with the latest IEE Wiring Regulations. * To undertake fault finding on complex LV networks, critical systems and equipment using “Cause Effect Analysis” and detailed examination to gain solution. * To liaise with the Maintenance Supervisor and/or Estates Officer regarding plant or equipment failures, and to source and request the supply of materials and or services as necessary. * Keeping maintenance records up to date by filling in log books and advising the supervisor of any changes to plant. * Carry out a variety of capital and minor works electrical installations and testing, the commissioning and certification of these installations when complete. * To participate in an electrical on-call rota, taking instruction from the on call Estates Officer as part of the on-call team, to ensure that breakdowns and emergency repairs occurring out of hours are attended to promptly. Shall be required to provide cover for sickness & absence within the on-call rota. May be called upon to assist in covering Electrical Craftsperson duties for any other on-call rota within NHS Fife. * To be able to work an alternating shift rota with weekend overtime / unsocial hours when on call. * To be prepared if available to work overtime / unsocial hours if required. * Work when required in hazardous areas and at a height from ladders/scaffold taking all safety measures to prevent danger, avoid injury and prevent damage to equipment. * At all times to carry NHS Fife communication devices to facilitate immediate response to emergencies i.e. (Phone, Mobile Phone, Bleep and/or two way radio). * Liaise with external contractors on technical issues relating to the repair of equipment NHS Fife has purchased from them. * To actively participate in the operation of the NHS labour management system by working within the scheme including completing job cards and timesheets. * Sourcing and ordering of spare parts and equipment needed when carrying out repairs within the hospital. * Participate in in-service training and any other training supplied by NHS Fife. * Implement NHS Fife’s Health and Safety Policy. |

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| 7a. EQUIPMENT AND MACHINERY |
| Equipment :-   * Basic Electrical Tools: - Pliers, Screw drivers, Hacksaw etc. * Specialised Electrical Tools: - Insulated pliers, screwdrivers, Allan keys etc. * Specialised Electrical Meters: - AVO, RCD tester, Loop impedance, Megger and PAT tester etc. * Personnel Protective: - Hard hat, Gloves, Face Mask, Ear Defenders, Harnesses and lanyards (when working at heights) etc. * PC, laptop and data loggers (PDAs). * Ladders, steps and alloy span towers   Machinery :-   * Bench Machines: - Pillar drill, * Hand Machines: - Drills, Jigsaw, Sack barrow, Pallet truck and Lifting hoist. * Powered access equipment and Geni Super lift equipment * Vehicles |

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| **7b. SYSTEMS** |
| The post holder will operate and maintain the following systems:   * Low voltage distribution and lighting systems keeping the hospital buildings in a safe working environment. * Fire alarms and control systems to insure all fire regulations are met and maintained. * Permit – to – Work systems i.e. roof work ,electrical, steam, medical gases, hot working * Nurse calls systems to ensure patients every need. * Medical gas systems meeting all regulations. * Regular monitoring of computerised building energy and management systems (BEMS) ensuring that the hospitals heating and ventilation is complying with the necessary regulations and standards. * Boiler systems providing steam for heating and also cooking facilities to the hospital. * Computer logger systems maintaining pat testing results for all portable equipment in the hospital. * Patient hoists to assist staff in the lifting of patients. * Passenger lifts for transporting staff, visitors and patients alike. * Standby generator system and Ups and battery backup systems to make sure of continual electrical supply to the hospital. * Catering equipment for the cooking and storage of patients and staff food. * Domestic appliances for the cleanliness and hygiene of the hospital. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The maintenance supervisor and estates officers assign work. The work is issued in the form of an electronic job card sent to the individuals Ipad/Telephone, although verbal instructions can be given with the job card to follow.  Requests may be made by members of staff to the post holder when working on backshift to carry out a task, where the post holder can have the flexibility to carryout the request and then inform the supervisor at a later time when a job card will be issued.  Completed work is randomly checked for efficiency and is measured constantly through the Labour Management Scheme. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Although instruction and advice are normally available from a supervisor or line manager,  the post holder is expected to decide on the most effective and efficient course of action,  Required for carrying out repairs and maintenance on a wide variety of plant and equipment. . Making decisions and using own judgement is critical when dealing with essential repairs when lone working on call outs and out with normal working hours (backshift) without on site supervision. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Insuring high standards of work are achieved at all times. * Keeping up to pace with technology in the electrical field. * Being flexible, self- motivated and adaptable. * Carrying out repairs in the laundry at the same time under pressure to maintain production. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * Expected to communicate with a wide variety of staff either through direct contact or by use of a telephone. * Communication can be to determine access to departments or to convey safety information to staff and patients when carrying out planned maintenance and requested work. * To project a positive and professional manner and attitude at all times. * To provide training , and technical advice and support to other maintenance staff. * Ability to understand and communicate complex information. * To be responsible for the supervision of maintenance assistants when working together. * To assist and communicate with specialised contractors. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| * **Physical Effort**: - Daily- kneel, crouch, twist and bend to gain access to equipment and plant. Frequently - standing on ladders and scaffolding for long periods fixing street lighting and high level plant. Working with and moving heavy equipment on a daily basis like dishwasher, sluices heavy batteries and computers etc. * **Mental Effort:** - Daily working to complex drawings and logic diagrams, in order to fault finding on systems. Work patterns are unpredictable and are frequently interrupted in order to respond to bleeps and phone calls. * **Emotional Effort:** - Frequently working in wards and communicating with patients and visitors. * **Environmental:** - Daily working in all weather conditions, working on sluices, waste disposals and dishwashers, working in plant rooms or laundry in extreme heat or damp conditions. Working on equipment and installations like :Hospice ,Mortuary ,ICU, CCU * **Hazardous:** - Regularly working in live electrical panels, or close to hot water and steam pipes. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| The post holder would be expected to have the following:   * A recognised served apprenticeship, City and Guilds or ONC. * Training in the IEE 18th edition regulations. * Inspection and Testing certification City and Guilds 2391 * To be certified a competent person in accordance with HTM2020 * To be certified in all in-house training courses in accordance with the Estates Division Health and Safety Manual. * A good level of computer skills * Trained in the use of ladders, steps and access towers. * Trained in the installation and running of the decontamination tent and equipment. * Trained within the last 3 years in the first aid treatment of electric shock. * Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23  Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

Post Title/Grade**: Maintenance Craftsperson (Electrician)**

Department/Ward: **Estates Department, Victoria Hospital**

Date: **December 2016**

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | LV Distribution Systems  Electrical control systems  Electrical Installation  Fire Alarm systems  Emergency Lighting  PAT Testing | Heating and ventilation controls. Building management systems.  Hospital or  Industrial Laundry  Contracting | Application form /  Interview |
| **Qualifications/**  **Training** | Completed an appropriate recognised apprenticeship | ONC or equivalent in  Electrical  IEE 18th Edition  C & G 2391 (testing) | Application form  and Certificates |
| **Knowledge** | Electrical distribution systems, controls and equipment.  Willing to under take training as may be required by the post.Computer skills | Refrigeration Plant  Catering Equipment  Generators  Sterilisers | Application form /  Interview |
| **Skills** | Ability to climb ladders and access confined spaces.  Good communication.  Complete all internal paper work | Fault finding skills  BMS skills  Process control | Interview / Medical |

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| **Aptitude** | Ability to work with min. supervision. Team working, flexibility.  Well motivated | Demonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife. | Interview |
| **Other**  **e.g. Team Player, Be able to travel** | Good general health.  Ability to climb ladders and access confined spaces.  Live within half hour response time for on call duties. Participate as part of an on-call and weekend working Rota. |  | Interview |