NHS Grampian

# SECTION 1

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| JOB IDENTIFICATION | **Must be completed** |
| **Job Title:** | Maintenance Worker Specialist (Electrical) |
| **Department(s):** | Estates DepartmentFacilities Directorate |
| **Location:** | Aberdeen Royal Infirmary |
| **Hours:** | 37.5 hours per week |
| **Grade:** | Band 5 |
| **Salary:** | £24,670 - £30,742 per annum |
| **Contract:** | Permanent |
| **Job Reference:** | KJ012099 |

###### SECTION 2

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|  | **Job Purpose –** To maintain, repair, operate and fault find on a wide range of Electrical plant and equipment, necessary for the provision of a high quality, safe, efficient healthcare service on sites within NHS Grampian for patients, staff and visitors.Carry out minor improvement and capital funded associated works as required.   |
|  | **Organisational Chart** (Please identify this post clearly in the structure – as a minimum show 2 levels above and 2 levels below (where relevant). |
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| **1** | Communication and relationship skills - Provides and receives routine sensitive information. **Evidence:** The post holder will be expected to provide complex but not contentious or sensitive technical information to the electrical team in regards to electrical repairs or alterations to new and old equipment.The post holder may have to use persuasive skills where there are barriers to understanding technical requirements or technical problems.Ability to liaise and foster positive, close, workingrelationships with Acute settings CHPs and independent contractors. (GPsetc).Incidental communication with patients.The post holder will attend meetings withEstates Officers and Supervisors to plan the overallmanagement of the electrical section of theEstates Department.To project a positive and professional manner and attitude atall times with an energetic, dynamic and positive approach tochallenging situations including being adaptable to changewithin the organisation.Instructing directly employed work persons, contractors andcontractor’s employees and assisting specialist Contractors,ensuring they comply with health & safety regulations. Such as issuing and receiving safety documents and permit to work as per SHTM guidance.  |
| **2** | Knowledge, training and experience – Understands a range of work procedures and practices.**Evidence:** Completion of a recognised Electrical apprenticeship. Knowledge of procedures for Electrical maintenance and repair to related equipment and systems.HND/HNC level or city & guilds plus relevant post apprenticeship training or equivalent experience.Be a competent tradesman with extensive relevantexperience in maintenance some of which shouldpreferably have been acquired in the health care sector,having demonstrated high versatility and flexibility of the joband training as appropriate to satisfy the demands of the postincluding clear understanding of the operation of electrical services. To evidence ability to work as a competent person in disciplines such as medical gases, sterilizers, ventilation plant & legionela control Have good communication skillsKnowledge of both site and workshop practices, experienceof standard practices, processes and materials of the tradeand have an awareness of, or an awareness of the existenceof, but not restricted to, the following:-Understanding of the Electricity at Works Regulations.SHTM Guidance.Pressure Regulations.Health and Safety at Work Act;Asbestos Awareness.Legionella awareness.HEI awareness.Management of Health and Safety at Work RegulationsProvision and Use of Work Equipment Regulations;Manual Handling Operations Regulations;Workplace (Health, Safety and Welfare) Regulations;Personal Protective Equipment at Work Regulations;The Construction (Lifting Operations) Regulations;The Council of Registered Gas Installers (CORGI)Numerous NHS A & A’s Policies & procedures;Risk assessment; Construction, (Health, Safety and welfare)Regulations; andRegulations pertaining to working with asbestos, working inconfined spaces, working at heights, First Aid RestraintSystems Scaffolding Erection and the like.To attend training establishments/on the job training asParticipate in continuous professional development. |
| **3**  | Analytical and judgemental skills – Judgements involving a range of facts or situations.**Evidence:** Locating Electrical faults within continuouslychanging properties and systems. Diagnosis and rectification of faults on NHSG assets, plant and systems.Making a professional assessment to determine when equipment is beyond economic repair which will impact on the Maintenance budget. Comfortable and capable of making decisions andjudgements based on a rational analysis of particularcircumstances and to determine best solution for problems asthey arise applying Skills, Judgement, and Experience tominimise the hazards and disruption to patients, staff, andvisitors, within the properties of the Organisation.Working to job docket prioritiesCommunicate/feedback appropriate information toSupervisors, Estates Officers and customers.   |

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|  **4** | Planning and organisational skills – Plan and organise a number of complex activities.**Evidence:** Post holder is required to prioritise tasks and fulfilling theneeds of clients whilst making best use of limited resourcesand often constrained by special restrictions set by clientsThe post holder is required to locate electrical faults withincontinuously changing properties and systemsThe post holder works on a proactive basis to anticipateorganisational demand and may have to change plans to fit inwith service requirements.To ensure Planned Preventative Maintenance, Inspection,and Testing, in addition to organising Portable Equipmentand Fixed Installation Testing and General Inspections iscarried out in accordance with agreed procedures and that allreport sheets, Test Certificates, and Log Books arecompleted for Electrical and Mechanical Craft as necessary.Participate in an on call rota to a frequency to meet the need of the service.  |
| **5** | Physical Skills – Post requires highly developed physical skill where accuracy is important.**Evidence:** The post holder will be expected to use equipment such ashand tools, power tools, power drills, power saws, electrical test equipment. Fine test equipment and manipulation of small components such as printed circuit boards and associated components. I pads to receive work and PCs to operate building management systems. etc. The postholder will have a full driving licence. |
| **6** | Responsibilities for patient/client care – Assist patients/clients during incidental contacts**Evidence:** Any patient contact will be incidental  |
| **7** | Responsibilities for policy/service development – assists in Implementing policies for own work area; proposes policy or service change which impact beyond own area of activity **Evidence**: The post holder is expected to contribute to NHS Grampianpolicies and also local policies that affect the estates department such as involvement in local partnership meetings.The post holder is responsible for implementing their aspect of policiesthroughout the department.The post holder may also propose new ways of working or protocols in the work area which may be implemented following discussion and agreement by line management.  |
| **8** | Responsibility for Financial & Physical Resources – Responsible for maintaining stock**Evidence:** The post holder will maintain and fix equipment used by NHSGrampian.To ensure the correct use and condition of all relevant toolsand equipment, within safety guidelines as necessary for thecompletion of works.To ensure Planned Preventative Maintenance, Inspection,and Testing, in addition to organising Portable Equipmentand Fixed Installation Testing and General Inspections iscarried out in accordance with agreed procedures and that all report sheets, Test Certificates, and Log Books are completed for Electrical and Mechanical Craft as necessary. Ensure stock levels are up to date and to place orders with supervisor for stock and equipment. Receive and sign for goods in.   |
| **9** | Responsibilities for human resources – Supervision; provide training in own discipline.**Evidence:** Regularly responsible for providing training in own discipline to trade apprentices and other trade groups.To manage and supervise directly employed and contractedpersons engaged upon electrical/mechanical maintenanceand similar work.Coordinate contractors to carry out such tasks as statutory testing of pressure systems.  |
| **10** | Responsibilities for information resources – Responsible for data entry.**Evidence*:*** The post holder will record information from maintenancejobs that are completed by both themselves and the othermembers of the maintenance team such as times,temperatures, procedural documentation and statutoryrecordings.To ensure Planned Preventative Maintenance, Inspection,and Testing, in addition to organising Portable Equipmentand Fixed Installation Testing and General Inspections iscarried out in accordance with agreed procedures and that allreport sheets, Test Certificates, and Log Books arecompleted for Electrical and Mechanical Craft as necessary. Daily use of IPADS for workflows. Daily use of building management systems.  |
| **11** | Responsibilities for research and development – Staff Surveys.**Evidence**: The post holder is expected to complete the staff survey and will be involved in acceptance testing.  |
| **12** | **Freedom to act – Broad occupational policies.Postholder decides how solutions to problems are best achieved.****Evidence**: The postholder is directly accountable to the MaintenanceSupervisor and Senior Estate Officer and works within standard maintenance procedures and safety standards.Work is received from all levels within the division but there isself-generated work in accordance with the identification ofpotential problems and solutions. Post holder works on aproactive basis to anticipate organisational needs anddetermines how best to solve problems and fix equipmentwithout seeking guidance.The postholder is expected to use their knowledge todetermine the best course of action when fixing an issue.  |
| **13** | **Physical effort** –Ongoing light effort and occasional intense for short periods.  **Evidence**: Frequent requirement to exert moderate physical effort forshort periods e.g. loading vehicles Installation/Extraction ofMotors, Ventilation Plant. Installing Heavy Cabling.Occasionally engaged in heavy repairsMove materials / equipment frequently, by way of push trailer;hitch trailer on/off vehiclesWorking from ladders / steps ability to work at heightsLift heavy (over 15 kilos) equipment and materials  |
| **14** | Mental effort – Frequent concentration, work pattern unpredictable**Evidence**: Frequent requirement for concentration, with anunpredictable work pattern, responds to emergency bleep interruptions, contactable by mobile phone, change of work purpose complex FaultFinding, Working on Live Equipment, Electronic CircuitRepair, and Calibration of Equipment.Concentration required when allocating maintenancedockets, completing time sheets, ISO Inspections, driving,working/equipment, and report writing Planning best use oflimited resources, Imputing work data into computer system.Completing work within measured timescales.  |
| **15** | Emotional effort – Occasional distressing or emotional circumstances**Evidence**: Exposure to emotional or distressing circumstances is rareOccasional indirect exposure to aggression when working withinpsychiatric ward areas   |
| **16** | Working conditions – Frequent exposure to unpleasant working conditions.**Evidence:** The post holder will visit all properties of the division andrequired to visit working sites in inclement weatherconditions.Frequent exposure to unpleasant working conditionsWorking in Ducting, Plant rooms, Roof Spaces, Water Tanks,Confined Spaces Hazardous Areas; - Live Equipment, SluiceMachines/Waste Disposals, Heights, High VoltageRooms/Sub Stations, Controlled Infectious Areas.Working in Dusty/Dirty/High/Low Temperature Areas: - Plantrooms, Calorifier rooms, Boiler rooms, Main Kitchen, LaundryPlant and Equipment, Cold Rooms and Refrigeration Units.Occasional exposure to highly unpleasant working conditionsSome exposure to hazards / noiseDaily exposure to dirt, dust and smells.   |

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| **POST/GRADE**: Maintenance Worker Specialist (Electrical) Band 5**LOCATION:** Aberdeen Royal Infirmary |
| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. With the exceptions relating to displaced and disabled candidates noted in Sections 5.3 and 5.4 of this policy, shortlisted candidates must possess all the essential components as detailed below. |
| **GENERAL REQUIREMENTS** |
| **Factor** | Essential | Desirable |
| Qualification & Experience | Completed a recognised apprenticeship in electrical engineering. HNC/HND or equivalent experience.Demonstrable extensive recent experience in the maintenance of 1ph and 3ph controls, motors and ancillaries, ventilation, boiler plant, catering equipment, domestic equipment and small appliances. | Educated to HND or equivalent level of experience in relevant subjectAttained SVQ level 3Current IEE Regs QualificationPrevious experience in a building services maintenance environmentFamiliar with other engineering tradesComputer skills |
| Circumstances & flexibility | Able to articulate well, with good team, inter-personal, communication and training skillsCommitment to enhancing customer servicesDisplays an objective outlook, with proven problem solving techniquesCurrent full driving licenceAwareness of Health and Safety requirementsSelf motivated, flexible, adaptable and innovativeDynamic and positive approach to challenging situationsPhysically fit and able to access all parts of the site.Smart appearance.Participate in on call rota to meet needs of the service. | Evidence of formal Health and Safety training |
| Particular requirements of the post | The post holder must be able to operate unsupervised. They must project a positive and professional manner and attitude at all times.Working at heights/confined spaces/walking long distances in course of a day. |  |
| Level of Disclosure check required | Protection of Vulnerable Groups (PVG) |  |