NHS Grampian

# SECTION 1

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| JOB IDENTIFICATION | **Must be completed** |
| **Job Title:** | Maintenance Worker Specialist (Electrical) |
| **Department(s):** | Estates Department  Facilities 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, working  relationships with Acute settings CHPs and independent contractors. (GPs  etc).Incidental communication with patients.  The post holder will attend meetings with  Estates Officers and Supervisors to plan the overall  management of the electrical section of the  Estates Department.  To project a positive and professional manner and attitude at  all times with an energetic, dynamic and positive approach to  challenging situations including being adaptable to change  within the organisation.  Instructing directly employed work persons, contractors and  contractor’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 relevant  experience in maintenance some of which should  preferably have been acquired in the health care sector,  having demonstrated high versatility and flexibility of the job  and training as appropriate to satisfy the demands of the post  including 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 skills  Knowledge of both site and workshop practices, experience  of standard practices, processes and materials of the trade  and have an awareness of, or an awareness of the existence  of, 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 Regulations  Provision 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; and  Regulations pertaining to working with asbestos, working in  confined spaces, working at heights, First Aid Restraint  Systems Scaffolding Erection and the like.  To attend training establishments/on the job training as  Participate in continuous professional development. |
| **3** | Analytical and judgemental skills – Judgements involving a range of facts or situations. **Evidence:** Locating Electrical faults within continuously  changing 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 and  judgements based on a rational analysis of particular  circumstances and to determine best solution for problems as  they arise applying Skills, Judgement, and Experience to  minimise the hazards and disruption to patients, staff, and  visitors, within the properties of the Organisation.  Working to job docket priorities  Communicate/feedback appropriate information to  Supervisors, 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 the  needs of clients whilst making best use of limited resources  and often constrained by special restrictions set by clients  The post holder is required to locate electrical faults within  continuously changing properties and systems  The post holder works on a proactive basis to anticipate  organisational demand and may have to change plans to fit in  with service requirements.  To ensure Planned Preventative Maintenance, Inspection,  and Testing, in addition to organising Portable Equipment  and Fixed Installation Testing and General Inspections is  carried 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.  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 as  hand 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 Grampian  policies 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 policies  throughout 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 NHS  Grampian.To ensure the correct use and condition of all relevant tools  and equipment, within safety guidelines as necessary for the  completion of works.  To ensure Planned Preventative Maintenance, Inspection,  and Testing, in addition to organising Portable Equipment  and Fixed Installation Testing and General Inspections is  carried 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 contracted  persons engaged upon electrical/mechanical maintenance  and 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 maintenance  jobs that are completed by both themselves and the other  members of the maintenance team such as times,  temperatures, procedural documentation and statutory  recordings.  To ensure Planned Preventative Maintenance, Inspection,  and Testing, in addition to organising Portable Equipment  and Fixed Installation Testing and General Inspections is  carried 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. 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 Maintenance  Supervisor and Senior Estate Officer and works within standard maintenance procedures and safety standards.  Work is received from all levels within the division but there is  self-generated work in accordance with the identification of  potential problems and solutions. Post holder works on a  proactive basis to anticipate organisational needs and  determines how best to solve problems and fix equipment  without seeking guidance.  The postholder is expected to use their knowledge to  determine 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 for  short periods e.g. loading vehicles Installation/Extraction of  Motors, Ventilation Plant. Installing Heavy Cabling.  Occasionally engaged in heavy repairs  Move materials / equipment frequently, by way of push trailer;  hitch trailer on/off vehicles  Working from ladders / steps ability to work at heights  Lift heavy (over 15 kilos) equipment and materials |
| **14** | Mental effort – Frequent concentration, work pattern unpredictable **Evidence**: Frequent requirement for concentration, with an  unpredictable work pattern, responds to emergency bleep interruptions, contactable by mobile phone, change of work purpose complex Fault  Finding, Working on Live Equipment, Electronic Circuit  Repair, and Calibration of Equipment.  Concentration required when allocating maintenance  dockets, completing time sheets, ISO Inspections, driving,  working/equipment, and report writing Planning best use of  limited 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 rare  Occasional indirect exposure to aggression when working within  psychiatric ward areas |
| **16** | Working conditions – Frequent exposure to unpleasant working conditions. **Evidence:** The post holder will visit all properties of the division and  required to visit working sites in inclement weather  conditions.  Frequent exposure to unpleasant working conditions  Working in Ducting, Plant rooms, Roof Spaces, Water Tanks,  Confined Spaces Hazardous Areas; - Live Equipment, Sluice  Machines/Waste Disposals, Heights, High Voltage  Rooms/Sub Stations, Controlled Infectious Areas.  Working in Dusty/Dirty/High/Low Temperature Areas: - Plant  rooms, Calorifier rooms, Boiler rooms, Main Kitchen, Laundry  Plant and Equipment, Cold Rooms and Refrigeration Units.  Occasional exposure to highly unpleasant working conditions  Some exposure to hazards / noise  Daily 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 subject  Attained SVQ level 3  Current IEE Regs Qualification  Previous experience in a building services maintenance environment  Familiar with other engineering trades  Computer skills |
| Circumstances & flexibility | Able to articulate well, with good team, inter-personal, communication and training skills  Commitment to enhancing customer services  Displays an objective outlook, with proven problem solving techniques  Current full driving licence  Awareness of Health and Safety requirements  Self motivated, flexible, adaptable and innovative  Dynamic and positive approach to challenging situations  Physically 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) |  |