NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION
 | Job Title | Electrician (Complete) (26/08/05) |
| Department(s)/Location | Estates |
| Number of job holders | 26 |
| JOB PURPOSEThe Post Holder will act as a fully trained and certificated Electrician to provide Electrical Services to meet the needs of the Service.  To Install, Repair and Maintain Electrical Equipment within all Property’s of the Organization in order that the equipment can carry out its intended purpose safely, and to ensure the smooth operation of the Electrical Systems within the Organisation. |
| ORGANISATIONAL POSITION Maintenance Supervisor[Maintenance Chargehand[ Electrician --- Outside Contractor [ Assistant |
| SCOPE AND RANGE (EXAMPLES)To perform work including activities that may be demanding and/or non-routine.Responsible for Testing, Fault Finding and Repair on Electrical and Electronic Plant and Equipment (Electrical Distribution, Lighting, Fire Detection, Building Control, Automated Systems, Standby Generators, Nurse Call Systems, Heating and Ventilation Systems, Emergency Light Systems, Sterilization Systems, Dental Units.) |
| MAIN DUTIES/RESPONSIBILITIES* To work in accordance with the requirements of SHTM (06), the Electrical Safety Code for Low Voltage Systems, and the Latest Edition of the Wiring Regulations BS7671, as an Approved Competent Person (LV).
* To work in Hazardous areas taking all Safety measures to prevent Danger, Avoid Injury, and Prevent Damage to Equipment.
* To participate in the operation of Electrical Planned Maintenance Schemes, and the Management Control System (Job Dockets, Timesheets).
* To undertake essential repair work and general maintenance activities under the instruction of the Electrical Chargehand/Supervisor.
* To liase with the Electrical Chargehand/Supervisor regarding plant or equipment failures and to request supply of goods and/or services as necessary.
* To carry out Planned Preventative Maintenance, Inspection, and Testing in accordance with agreed procedures and relevant HTM`s.
* To complete all report sheets, Test Certificates, and Log Books as necessary.
* To undertake Portable Equipment and Fixed Installation Testing and General Inspections.
* To Interpret and Follow wiring Regulations BS7671 at all times.
* To follow detailed Electrical/Electronic drawings and Manufacturers Specifications, with reference to the Electrical Chargehand/Supervisor when necessary.
* To use all relevant tools and equipment within safety guidelines as necessary for the completion of works.
* To undertake FaultFinding on Complex LV Networks Critical Systems and Equipment, using FaultFinding Skills and detailed examination to gain a solution.
* To carry Communication Devices (Pagers and/or Two way Radios) to facilitate immediate response to Emergences.
* To undertake the Isolation of Distribution Boards in Emergency Situations.
* To erect and use Access and Restraint Equipment safely and effectively.
* Follow polices, procedures HTM`s, statuary guidelines, and codes of practice as relevant and propose changes to working practices for own work area.
* To release Passengers from stuck lifts, and reinstate lifts.
* To carry out Repair and maintenance to Complex Dental Units, working on Electrical circuits, Electronic control circuits, Hydraulic, Pneumatic and water systems.
* To carry out repairs to portable sterilizers.
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| COMMUNICATIONS AND RELATIONSHIPS* Ability to Understand and Communicate complex information.
* Ability to work unsupervised or as part of a team while fostering positive co-operative relationships with other estates groups and departments.
* Good Communication Skills
* To project a positive and professional manner and attitude at all times.
* To be adaptable to change within the organization.
* Energetic, dynamic and positive approach to challenging situations.
* Self motivated, flexible, adaptable and innovative.
* To provide Training, Technical Advice and Support to Trainees and Maintenance Assistants.
* To be responsible for the supervision of Trainees and Maintenance Assistants while working with them.
* To Liase with and Assist specialist Contractors.
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| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB Recognized and registered EITB or CITB (or equivalent) craft apprenticeship. Plus HNC/ ONC/ BTEC Electrical/Electronic Engineering Or City and Guilds 236 Electrical Installation Work Part 2. Or  City and Guild 232 Electrical and Electronic Craft Part 2. Or City and Guild 224 Electronic Servicing Part 2. Or Equivalent Approved Qualification, or in special circumstances equivalent experience. And Experience and Training, which will be appropriate to satisfy the necessary academic  standards, required.* 236 Electrical Installation Work 16th Edition (after appropriate training).
* 236 Inspection, Testing and Certification of Electrical Installations (after appropriate training).
* Training in release of passengers from Lifts.
* Training on various Dental Units.
* Training in Lifting and Handling, First Aid, Asbestos Awareness, Confined Spaces, Restraint Systems, Scaffolding Erection, and Safety at Work (after appropriate training).
* To attend training establishments/on the job training as necessary.
* Understanding of the Electricity at Works Regulations 1989.
* To have knowledge of own trade to a high level of skill that will enable them to deliver a constant and consistent high standard of work, which they have been trained in or are otherwise experienced to deliver.

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ESSENTIAL ADDITIONAL INFORMATION

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| 1. SYSTEMS AND EQUIPMENT (EXAMPLES)

**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.* Complex LV Systems: - Electrical Distribution Systems, Main ACB`s, Busbar Sections, Generator Supply’s, Emergency Changeovers.
* Service, Test, Diagnose, Repair, and Calibrate, Advanced Systems: - Nurse Call Systems, Building Management Systems, Automated Control Systems, Fire/Security/Medgas Alarm Systems, and Emergency Lighting Systems, Complex Dental Units.
* Repair and Maintain using relevant Tools and Equipment Existing Equipment and Fixtures: - Lighting, Sockets, Laundry/Catering Equipment and Plant, Theatre Lighting, Compressors, Pumps, Ventilation Plant, Air Conditioning Units, Sterilizers.
* Install and Commission New Equipment and Fixtures as required: - New Emergency Supply’s, New Control Equipment, New Lighting, New Dental Chairs.
* Carry out first line repairs to passenger Lifts.
* Carry out Repair and maintenance to Complex Dental Units, working on Electrical, Electronic, Hydraulic, Pneumatic and water systems.
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| PHYSICAL DEMANDS OF THE JOB (EXAMPLES)* Periods of Intense Physical Effort: - Installation/Extraction of Motors, Ventilation Plant. Installing Heavy Cabling.
* Periods of Intense Mental Effort: - Using Fine Tools, Complex Fault Finding, Working on Live Equipment, Electronic Circuit Repair, and Calibration of Equipment, Changing Pipes and Suction tubes on dental units, Electronic PCB repair.
* Periods of Emotional Effort: - Working in Post Mortem Suites, Body Fridges, Children’s Wards, and Contact with Terminally ill and isolated Patients.
* Working in Confined Spaces: - Working in and around Ducting, Plant rooms, Roof Spaces, Water Tanks.
* Working in Hazardous Areas; - Working on Live Equipment, Working on Sluice Machines/Waste Disposals, Working at Heights, Working in High Voltage Rooms/Sub Stations, Working in Controlled Infectious Areas, Working on separator and suction units used for body fluids (Blood, Salvia, Teeth).
* Working in Dusty/Dirty/High/Low Temperature Areas: - Working in Plant rooms, Calorifer rooms, Boiler rooms, Laundry Plant and Equipment, Cold Rooms and Refrigeration Units.
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| DECISIONS AND JUDGEMENTSPlan and Organize, own workload to find, Prioritized, Proactive Solutions to suit the needs of the Service, applying Skills, Judgement, and Experience to minimize and control the hazards to patients, staff, visitors, and themselves within the properties of the Organization through failure of Systems.Operate Unsupervised and use own Initiative to establish the performance or other attributes of a System and to Compare, Analyse and Interpretate the results, to Determine Remedial Action/Spares required. |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOBKeeping up to date with the advances of technology in the Electrical/Electronic fields through Training and Personal Development.Location of Electrical Faults, Distribution Boards and Plant, within continuously changing properties and systems. |
| 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** | Electrician |
| **Reference Number** |  |

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** | Garry Johnstone |
| **Contact No.** | 32405 |
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| **Staff Representative** |  |
| **Contact No.** |  |