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| * **JOB IDENTIFICATION** | | | |
|  | **Job Title:** | **Craftsman – Painter & Decorator** |  |
|  | **Responsible to:** | **Coordinating Supervisor** |  |
|  | **Department:** | **Estates** |  |
|  | **Directorate:** | **Property, Procurement and Facilities Management** |  |
|  | **CAJE No:** | **Sg No 1106REV** |  |
| **2. JOB PURPOSE** | | | |
| To provide a painting and decorating service within healthcare premises including maintenance of existing building fabric and full re-decorating works, cleaning of washable surfaces in clinical areas & tiling works. to meet the needs of NHS GG&C Health Board, by operating an efficient and effective Estates Service within the Boards healthcare facilities to ensure the safe delivery of patient care; by -   * Delivering a planned maintenance, repair & installations service which represents quality and value for money at all times. * Providing a safe maintenance service to all building\construction related infrastructure. * Assisting in the development of the Estates function into a customer focused range of services. * Adopting a flexible, integrated working approach to the delivery of Estates Service | | | |
| **3. ROLE OF DEPARTMENT** | | | |
| The Estates Department facilitate the delivery of uninterrupted quality healthcare by providing a 24 hour, 7 day a week safe comfortable & statutory compliant built environment which supports the effective provision of high quality clinical care for our patients.  This is achieved by maintaining and delivering an effective Planned Preventive Maintenance programme and reactive repair service as well as executing installation and commissioning works of critical plant and equipment to support the delivery of all clinical services.  The Department also provide an integral contribution to the continual management & control of Health Associated Infection with respect to the built environment, in compliance with national HAI SCRIBE, Health Environment Inspectorate (HEI) & Healthcare Associated Infections Task Force audits and Facilities Management Tool (FMT).  Along with providing technical support & expert guidance in the design and implementation of clinical service developments, including development support in the writing of specification & preparation of tender documents through to awarding contracts, planning & organising the projects. | | | |

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| **4. ORGANISATIONAL POSITION** |
| Estates Manager  Estates  Coordinating Technical  Supervisor Officer  Craftsperson - Maintenance Maintenance  Technicians Painter Assistant Assistants  Higher Level |
| **5. SCOPE AND RANGE** |
| The post holder is employed by NHS GG&C, which comprises four sectors as detailed below, The post holder is based within one of these named sectors.   1. South Sector 2. Clyde Sector 3. North East and West Sector 4. Partnerships Sector including HSCP   The post holder is part of a skilled team interacting across building trade skills. They are responsible to the Coordinating supervisor on operational matters.  There are no budgetary responsibilities although the post holder(s) duties will impact on the departmental budget. |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| Carry out painting & decorating maintenance within healthcare facilities in compliance with HAI SCRIBE policies & procedures, as well as industry codes & standards and H&S requirements.   * To undertake planned and ad hoc maintenance including the completion of job dockets and time sheets. * To undertake both interior painter work including cleaning and preparation of new or existing surfaces including the application of tape and filling of joints in new plasterboard and including the removal and replacement of mastic sealer, paint or varnish stripping, painting, staining, application of varnish or other protective or decorative finish, and the application of floor paint. * To undertake the hanging of wall coverings including the preparation of new surfaces or removal of existing coverings and cleaning and preparation. * **To provide advice & support to maintenance assistants, other trade and NHS staff as required. Occasionally responsible for immediate supervision of maintenance assistants.** |

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| * To wash down existing paintwork, including doors, skirting’s fixed or suspended ceilings and vinyl wall coverings. * Participate fully in a Permit-to-Work system. * To affix signs and labels. * To carry out basic sign writing. * Stencilling. * To consult users on colour choice, take room dimensions, prepare materials list, request spare parts and materials from the Building Supervisor/Coordinating Supervisor and to note and pass on details of further work required. * Cleaning of metal kitchen canopies and light shades. * May be required to work overtime to carry out repairs or maintenance as required by management. * Participate in operations requiring IPAF Certification – Powered Access Licence. * Graffiti removal. * Spray painting. * Power washing.   **Health & Safety Duties**   * Training in & continual development of Health and Safety requirements relating to the provision of Estates services, to ensure personal safety and maintain a safe environment for staff, visitors and patients   + Asbestos awareness (GG&C safe system of work Policy & Procedures)   + Confined spaces (GG&C safe system of work Policy & Procedures)   + First aid training required for all staff working with electricity (Mandatory SHTM 06-02)   + Working at heights (GG&C safe system of work Policy & Procedures) * Work to all Board H&S policies & procedures propose changes to working practices for own work area. * Carry out risk assessments to ensure own safety and safety of others. | | | |
| **7a. EQUIPMENT AND MACHINERY** | | | |
|  | *Please describe any machinery and/or equipment used in the job:*   1. Personal protective equipment 2. Trestles scaffolding hydraulic access | *Give brief description of use of each item used:*   1. Prevention of splashes especially when working in contaminated areas. 2. Access to high level works. |  |

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|  | tower steps and ladders   1. Sponge, scourer bucket detergent – 2. Laser level, water level, plumb line – 3. blow lamp, scraper - 4. Communication devices (Radio Pager, Telephones, two way radio & portable electronic communication devices) 5. Breathing Equipment. 6. Power washer - 7. White lining machine - 8. Works van - | 1. Cleaning existing surfaces in preparation for painting or for decorating. 2. Setting out of horizontal and vertical datum lines prior to decorating 3. Remove old paint or varnish 4. Effective communication, Emergency job response, data and record management. 5. Confined spaces 6. Graffiti removal 7. Car park re-lining 8. Inter-site travel and picking up spare parts. |  |
| **7b. SYSTEMS** | | | |
|  | *Please describe any systems used in the job:*   1. Computer aided facilities management (Cafm) system 2. Statutory records system 3. Permit to work Systems | *Give brief description of use of each item used:*   1. Record and report on planned maintenance tasks/repair actions taken & materials used via hand held electronic interface devices (tablets etc) 2. Record statutory works and inspections to access, input and update of compliance registers.    * HAI\HEI wall washing etc.    * Working at height safety equipment 3. Follow formal Safety policy & procedure while working on higher risk area’s, by application of defined safe systems of work and associated safety documentation. |  |
| **8. DECISIONS AND JUDGEMENTS** | | | |
| Work is managed not supervised and Post holder is required to use own initiative to establish the performance or other attributes of a structure and to compare, analyse and interpret the results. Determine required remedial actions and/or spare parts required.  Plan & organise own allocated daily workload to suit the needs of the service, applying skills, judgement, and experience to minimise and control the hazards to patients, staff and visitors. Discretion applied on work finishes and standards. | | | |

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| Regularly makes technical and safety decisions on methods of repairing and maintaining building structures, fixtures & fittings.  Required to work both independently and as part of an effective team.  Undertake self risk assessments, identifies risks and plans work safely around these.  Technical reference to Estates Officer on specialist topics as required to deliver an effective service  Liaise with Theatres, Wards and Departmental Staff for access to clinically sensitive areas review and agree working arrangements.  The post holder proposes changes to working practices through consultation with management and implements agreed changes.  Examines and inspects faults in building structures, fixtures & fittings, establishes method and carries out Repair of minor building faults.  Make the decision that assistance is required and contact colleagues for support. Collate materials and stock requirements for continuity of in a day-to-day works. |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| To provide training, technical advice & support to trainee’s, maintenance assistants, fellow colleagues & specialised contractors, clinical staff and managers.   1. Communicates and relates with all levels of staff and patients, relating to investigation of reported failures & planned maintenance tasks and the direct impact these may have on service continuity   Overcome barriers to understanding when explaining the technical tasks that are to take place and how they impact on the ward/patients.   1. Consult with clinical staff to establish working restrictions in relation to the control of risk of infection. 2. Communicates with internal Estates management, peers & external specialist contractors: To support a wider team approach to resolving complex estates service issues to minimise adverse impact on clinical service provision. 3. Delivery drivers, and suppliers: To ensure that the materials and equipment are directed to the correct destination for installation and commissioning in a timely manner to minimise adverse impact on clinical service delivery. |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical skills:**   * Good eye hand co-ordination required for detailed and intricate work. * Manual dexterity. * Standing, bending, walking for long periods. * Working from ladders, scaffolding and safety harnesses at heights ranging from 6ft to 150ft. * Operating skill for powered access equipment. |

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| **Physical effort:**   * Manual handling for periods greater than 20 minutes on a frequent basis. * Frequent movement & lifting of Heavy joinery materials without the aid of lifting equipment for long periods (fire doors, worktops) into awkward locations. * Ongoing requirement to exert moderate physical effort, i.e.: carrying heavy tool bags for periods greater than 20 minutes. * Working in cramped conditions and in high ambient temperatures * Climbing stairs and ladders. * Crawling, stooping and lifting objects * Working with COSHH controlled substances * Frequent interruptions to work flow due to two-way radio/pager calls and reassigned work priorities * Working at heights using extension ladders and scaffolds * Working in confirmed spaces (plantrooms) working in hazardous areas Working in controlled infectious areas, working in dusty/dirty/high & low temperatures such as plant rooms, boiler rooms, laboratories.   **Mental demands:**   * Strong numerical skills. (Sizing/Estimating work.) * Reading and interpreting manuals and instructions. * Ability to work at heights.   **Emotional demands:**   * Frequent Exposure to distressing situations whilst carrying out duties in wards.   **Working conditions:**   * Frequently work in extreme environmental conditions external in cold and inclement weather internally in very high temperatures in plant rooms * Frequent exposure to Hazardous materials and body fluids during routine maintenance & repairs * Frequent working in highly unpleasant conditions i.e.: noise, smell, noxious fumes, body fluids, cramped and confined spaces. * Working in confined spaces for long periods of time. * The need to undertake duties while wearing protective equipment. * Working in a fumed based atmosphere. |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| 1. Keeping up to date with all legislation, policies and procedures and ensuring these are complied with in the execution of the job. 2. Daily working in highly unpleasant conditions i.e.: noise, smell, cramped and confined spaces and high ambient temperatures 3. Coping with last minute changes of programme due to clinical requirements. 4. Occasionally working in confined spaces whilst wearing safety equipment, i.e. Mask, Hard Hat Goggles. 5. Working in extremes of temperatures. |

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| 1. Working at heights. e.g. Street lamp, gutter work. Etc. 2. Dealing with challenging members of the public while remaining calm and professional at all times.   Liaising with staff for planning and arranging access to carryout work tasks. Follow up completed jobs when further maintenance or remedial work is required i.e: follow up after contractors. |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| 1. Served a recognised apprenticeship or structured training in painting/decoration/SVQ Level 3 Modern Apprenticeship – equivalent to level 3 or Higher/ Advanced Higher, Higher National Certificate, National Progression Awards/ Professional Development Awards (SCQF- 6-7) 2. Attend training courses as required by Estates Managements and NHS policies, procedures. The post holder must undergo specialised training in systems and equipment to gain the in depth theoretical knowledge required to comply with numerous laws, national guidelines and standards. In order to fulfil these requirements within a health care environment, the post holder requires training and regular re-certification in order to maintain Continuing Professional Development (CPD) of their competency and expertise on revised regulations. e.g. 3. Awareness training on the Asbestos Regulations 2002 4. Access equipment; training on routine safety Inspection. 5. Board Mandatory H&S training: Manual Handling, COSSH, Fire Safety etc. 6. Ability to work unsupervised |
| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: |