#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION | | |
| Job Title: **PLUMBER/GAS TECHNICIAN**  Responsible to (insert job title): **Supervisor**  Department(s): **Estates Department**  Directorate: **Information & Clinical Support Services**  Operating Division: **NHS Ayrshire & Arran**  Job Reference:  No of Job Holders:  Last Update (insert date): **December 2004** | | |
| 2. JOB PURPOSE | | |
| To assist in the provision of a comprehensive multi-site installation, maintenance and Planned Preventative Maintenance (PPM) service and to maximise the efficiency and quality of the mechanical, electrical and environmental services of NHS Ayrshire & Arran using resources available. | | |
| **3. DIMENSIONS** | | |
| The Jobholder is one of a team of Plumbers employed by Estates Department to provide a service across all sites within the NHS Ayrshire & Arran.  The Jobholder may be based at any one of the hospital sites within NHS Ayrshire & Arran, which are:-   * Ayr Hospital, *(including Ailsa, Biggart Hospital and Heathfield Clinic*) * Ayrshire Central * Crosshouse * The Jobholder is directly responsible to the Supervisor, Estate Officer and Senior Estate Officer on the site in which he is based * The Jobholder may occasionally be required to supervise apprentice duties.  There are no budgetary responsibilities  * The Department operates 24 hours per day, seven days per week and the Jobholder normally works between the hours of 8.00am to 4.30pm Monday to Thursday and to 1.30pm Friday. * The Jobholder also participates in the Department’s On-Call rota, responsible for general maintenance and breakdown cover for relevant sites out-of-hours | | |
| **4. ORGANISATIONAL CHART** | | |
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| 5. ROLE OF DEPARTMENT | | |
| * Provision of a comprehensive, professional and technical multi-site installation, maintenance and Planned Preventative Maintenance service *(PPM)* * Maintenance of mechanical, electrical plant and equipment * Efficient operation of building services, including heating, air conditioning and refrigeration, domestic hot water, low voltage electrical distribution, communication systems. * Implementation of all statutory requirements in relation to safe operation of plant, equipment and services. | | |
| 6. KEY RESULT AREAS | | |
| Ascertain desired action using acquired skills and abilities to expedite best solution for desired outcome.  * Install and commission machinery using installation manuals to ensure safety and compliance with Water Bylaw Regulations to provide better care facilities. * Complete PPM in accordance with organisational and manufacturers recommendations, recording of details of work carried out within set time-scales to prevent breakdown and maintain optimal operational ability. * Maintain all Health & Safety Regulations in relation to water/drainage inspections to ensure a safe environment within all hospital sites throughout NHS Ayrshire & Arran to maintain good quality and safe water to patient care. * Repair faults in a safe manner in order to keep hospital running efficiently. | | |
| 7a. EQUIPMENT AND MACHINERY | | |
| * Digital thermometers * Pipe bending machines * Safety equipment (clothing/headgear/footwear) * Heavy special access equipment | | |
| 7b. SYSTEMS | | |
| * Plant log records * Daily time sheets for forwarding to Supervisor * On-call and overtime sheets for forwarding to Supervisor | | |
| 8. ASSIGNMENT AND REVIEW OF WORK | *Frequency* | *Weight* |
| * Duties are allocated by Supervisor/Estate Officers, although the Jobholder operates autonomously within designated parameters and Health & Safety Regulations. * PPM work is allocated weekly and is then prioritised by the Jobholder, liasing with staff in various departments to establish accessibility, taking into the account the needs of the service. * Much of the Jobholder’s work is demand-driven and therefore unpredictable and may consist of repair, redesign and installation as necessary. * Measure up jobs for new installations and alterations; check plan drawing on site plans, work out best route to run supplies and soils, measure up pipework and fittings; advise Supervisor of materials required to complete work. * Keep records of water temperatures and dip slides up-to-date for inspection. * Verify integrity of * cold water supplies from incoming mains through filtration plant to storage tanks, then through hospital to load levellers; * hot water from load levellers to all taps and mixing valves; * internal and external drainage * Inspect all water systems on a regular basis on all sites – taking temperatures at hot and cold taps, storage tanks, load levellers and dip slides * Participate in departmental On-call service to provide 24 hour emergency cover across all hospital sites in North Ayrshire. * The majority of the jobholder’s work is unsupervised, but is checked periodically. * Advice and guidance is provided by peer support, Supervisor, Estate Officer or manufacturer | *All duties, daily,*  *ongoing* | *All equipment in accordance with H&S Regulations*  *Weight: As is comfortable in accordance with Moving & Handling Risk Assessments* |
| **9. DECISIONS AND JUDGEMENTS** | | |
| * Able to use own initiative in absence of Supervisor * Measure up jobs for new installations and alterations i.e. best route to run supply pipe and   soil pipe.   * Measure area of storage tanks and calculate correct dosage of chlorine to dose tank. * Ability to repair faults in a safe manner whilst keeping hospital running efficiently. * Prioritise work as they occur on a daily basis. | | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | | |
| * The jobholder requires the ability to diagnose and repair faults in complex plant and equipment * Deal with new situations as they arise, disseminating newly acquired information to others. * Requires to understand the complete working of the plant and equipment in the hospital. * During On-Call Rota out-of-hours, the Jobholder must decide action required to maintain safe and continued operation of services. * Dealing with irate personnel regarding accessibility and work requirements | | |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** | | |
| The Jobholder is a member of a team and, in order to ensure a high level of satisfaction and seamless, efficient services are maintained, is required to develop and maintain effective communication links and working relationships with the following groups:-   * Colleagues and management within Estates Department, including the other trade groups * Nursing/Medical staff within wards/departments * Management/staff within all other departments * Suppliers of materials or spare parts * Specialist contractors | | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | | |
| **PHYSICAL EFFORT/SKILLS:**   * Working with heavy equipment * Standing, bending, walking for long periods * Working in confined spaces * Working with Hazardous Substances   **MENTAL EFFORT/SKILLS:**   * Mental arithmetic – for working out chlorine levels to dose tanks * Reading of plans – for insulation work and tracing pipework etc   **EMOTIONAL EFFORT/SKILLS:**   * Dealing with staff with regards to accessibility and work requirements | *Frequency*  *All daily ongoing*  *All daily ongoing*  *All daily ongoing* | *Weight*  *All equipment in accordance with H&S Regulations*  *Weight: As is comfortable in accordance with Moving & Handling Risk Assessments* |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | | |
| The jobholder is required to be proficient in, have knowledge of, or undertake training in the following:-   * Recognised apprenticeship * Professional qualification, with extensive post-qualification experience * COSHH (*Control of Substances Hazardous to Health)* * Chlorination of pipes * Mental arithmetic * Reading of plans * Confined Spaces training * Fire Safety/Training * Health & Safety Regulations/training * Trace supply lines to locate faulty mixing valves * Water Bylaws knowledge * Able to use own initiative * Interpersonal skills * Problem solving | | |

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| **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: | Date:  Date: |