#### **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
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| **4. ORGANISATIONAL CHART** |
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|  | HEAD OF ESTATES |  |
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| ESTATE MANAGERNORTH |  | ESTATE MANAGERSOUTH |  | ESTATE MANAGER EAST |
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| ESTATE OFFICERSX 3 |  | ESTATE OFFICERSX 4 |  | ESTATE OFFICERSX 4 |
|  |  |  |  |  |  |  |  |
| SUPERVISORX 3 |  | SUPERVISORX 4 |  | SUPERVISORX 3 |
|  |  |  |  |  |  |  |  |
| TRADESMEN |  | TRADESMEN |  | TRADESMEN |

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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.
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| 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.
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| 7a. EQUIPMENT AND MACHINERY |
| * Digital thermometers
* Pipe bending machines
* Safety equipment (clothing/headgear/footwear)
* Heavy special access equipment
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| 7b. SYSTEMS |
| * Plant log records
* Daily time sheets for forwarding to Supervisor
* On-call and overtime sheets for forwarding to Supervisor
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| 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.
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| 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
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| **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: |