NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION | Job Title | Mechanical Fitter |
| Department(s)/Location | Estates Department, |
| Number of job holders | 18 |
| JOB PURPOSE The post holder will act as a fully trained and certificated Mechanical Fitter to provide mechanical services to meet the needs of the service.  To install, repair and maintain mechanical equipment within all properties of the Organization in order that the equipment can carry out its intended purpose safely, and to ensure the smooth operation of the mechanical systems within the Organisation. | | |
| ORGANISATIONAL POSITION Maintenance Supervisor  [  Maintenance Chargehand  [ Mechanical Fitter - Outside Contractors [  Maintenance Assistant | | |
| SCOPE AND RANGE To perform work including activities that may be demanding and/or non-routine.  Responsible for testing, fault finding and repair on mechanical plant and equipment (Heating, Ventilation and Associated Equipment, Calorifier Systems, Low Pressure Hot Water Systems, Medical Gas Systems, Hydraulic and Pneumatic Systems, Compressors, Boiler plant). Sterilisers, Transport (first response). | | |
| MAIN DUTIES/RESPONSIBILITIES  * To work in accordance with the requirements of SHTM(02) Medical Gases, SHTM(04) Water Supplies as an appointed competent person. * 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 mechanical 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 Maintenance Supervisor. * To liase with the Maintenance 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 use the Building Management System for the control of plant. * To follow detailed mechanical engineering drawings and manufacturers specifications with reference to the mechanical supervisor when necessary. * To use all relevant tools and equipment within safety guidelines as necessary for the completion of works. * To undertake fault finding on complex and critical medical gas and medical vacuum systems and equipment, using fault finding skills and detailed examination to gain a solution. * To carry communication devices (Pagers and/or Two way Radios and/or Mobile Phones) to facilitate immediate response to emergencies. * To erect and use access and restraint equipment safely and effectively. * Prepare plant for and assist in statutory insurance inspections. * Participate in an Out of Hours On-Call service to respond to both electrical and mechanical faults. * To carry out multi skilled tasks of the trades within the department. * Manage emergency situations until Manager can take over responsibility. * Manufacturing obsolete components as required using machine tools. * Follow policies, procedures HTM`s, statuary guidelines, and codes of practice as relevant and propose changes to working practices for own work area. | | |
| 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. | | |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB Recognized and registered EITB or CITB (or equivalent) craft apprenticeship.  Plus  HNC/ ONC/ BTEC Mechanical Engineering  Or  City and Guilds 205 Mechanical Engineering Maintenance Part 2.  Or  City and Guild 214 Mechanical Engineering Maintenance 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.   * Trained in maintenance plus safe use of compressed cylinder gasses BCGA Code of Practice No.7 * Medical Gas Pipe Systems SHTM(02) for Competent Persons (MGPS) (after appropriate training). * Trained in Lifting and Handling, CPR Training, Asbestos Awareness, Confined Spaces, Restraint Systems, Scaffolding Erection and Safety at Work (after appropriate training). * Trained in Tig and other cutting and welding procedures (after appropriate training). * Elevated platform training. * Legionella familiarisation. * Have sufficient experience to meet mechanical trade demands placed on the department. * Have knowledge of the skills of the other trades of the department. * To attend training establishments/on the job training as necessary. * To have training and knowledge of own trade to a high level of skill and experience that will enable delivery of a constant and consistent high standard of work. | | |

ESSENTIAL ADDITIONAL INFORMATION

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| 1. SYSTEMS AND EQUIPMENT (EXAMPLES)  * Complex Systems: - Medical Gas & Medical Vacuum Distribution Equipment, Standby Generators. * Service, test, diagnose and repair advanced systems: - Air Compressors, Heat Exchangers, Industrial Kitchen and Laundry Equipment, Low Pressure Hot Water Systems, Compressors. * Repair and maintain using relevant tools and equipment existing equipment and fixtures: - Pumps, Heating and Ventilation Plant, Valves, Shafts and Bearings. * Install and commission new equipment and fixtures as required: - Replacement Pipe work, Radiators, Steam and Air Valves. * Boilers, gas installation, heating and ventilation plant control systems, compressed cylinder gasses.  **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. |
| PHYSICAL DEMANDS OF THE JOB (EXAMPLES)  * Periods of Intense Physical Effort: - Installation/Extraction of Pumps, Gearboxes, and Ventilation Plant. Installing Heavy Piping. * Periods of Intense Mental Effort: - Using Fine Tools, Welding, Taking measurements to fine tolerances of engineering components, fabrication of replacement parts, fault finding on complex systems. * Periods of Emotional Effort: - Working with mentally ill, terminally ill and isolated patients. * Working in Confined Spaces: - Working in and around ducting and pipe work, plant rooms, roof spaces. Water tanks and underground ducts wearing PPE for hazardous environments. * Working in Hazardous Areas: - Working on Sluice Machines/Waste Disposals, Working at Heights, Chemical Pumps, Working in controlled infectious areas. * Working in Dusty/Dirty/High/Low Temperature Areas: - Working in Plant rooms, Calorifer rooms, Boiler rooms, Main Kitchen, Laundry Plant and Equipment. |
| DECISIONS AND JUDGEMENTS Plan and organise 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 interpret the results, to determine remedial action/spares required.  During emergency call out situations, assess and take appropriate action to prevent injury or building fabric damage and determine assistance required. |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB Keeping up to date with the advances of technology in the electrical/electronic fields through training and personal development.  Location of electrical faults and isolation of distribution boards and plant within continuously changing properties and systems.  Responsible for call outs in a multi trade environment and determining relevant action. |
| JOB DESCRIPTION AGREEMENT The job description will need to be signed off using the attached sheet by each postholder to whom the job description applies. |

**JOB DESCRIPTION AND ESSENTIAL ADDITIONAL INFORMATION FORM – SIGNATURE OF AGREEMENT**

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| **Post Title** | Mechanical Fitter |
| **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.** |  |