

Maintenance Craftworker Plumber

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Western Isles Health Board
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Job Advert



**Works Department
MAINTENANCE CRAFTWORKER
(Plumber)
PERMANENT POST
37 hrs/week**

Band 4 = **£30,019** plus **£4,284** annual recruitment & retention Premium
Plus, Distant Islands Allowance of **£1,279** per annum
plus on call allowance **£216.63** for on call week. On call rota is 1 week in 7 Therefore, total on call allowance is a minimum of **£1,516** per annum,
Package is **£37,098**. plus, overtime. Placement on the pay scale is dependent on experience, **27** days annual leave rising to **33** days plus **8** public holidays.

The Maintenance Craftworker (plumber) will be part of a multi-skilled team within the Estates Department. The role involves maintenance and fault finding on a wide range of engineering plant and equipment (Low Pressure Hot and Cold Water Systems, Steam Raising Plant and associated equipment. The role involves the participation in an out of hours emergency service covering Lewis & Harris through an on-call rota system 1 week in 7.

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme). This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website: apply.jobs.scot.nhs.uk, along with a job description.

Tha beàrnan-obrach NHS Eilean Siar uile gu léir a' nochdadh air làrach-lìn NHS na h-Alba <https://apply.jobs.scot.nhs.uk/>, còmhla ri dealbh-obrach.

If you have any further queries, please contact Tel: 01851 762027.

WESTERN ISLES NHS BOARD

JOB DESCRIPTION

1 JOB IDENTIFICATION

JOB TITLE: MAINTENANCE CRAFTWORKER (PLUMBER)

DEPARTMENT(S): WORKS DEPARTMENT

JOB HOLDER REFERENCE:

NO OF JOB HOLDERS: 1

2 PURPOSE

- The Maintenance Craftsperson (Plumber) will be part of a multi-skilled team within the Estates Department
- Carry out Planned Preventative Maintenance (PPM)
- Undertake minor improvement and capital works.
- Provide an out of hours emergency service covering all of Lewis & Harris through an on-call rota system 1 week in 6.

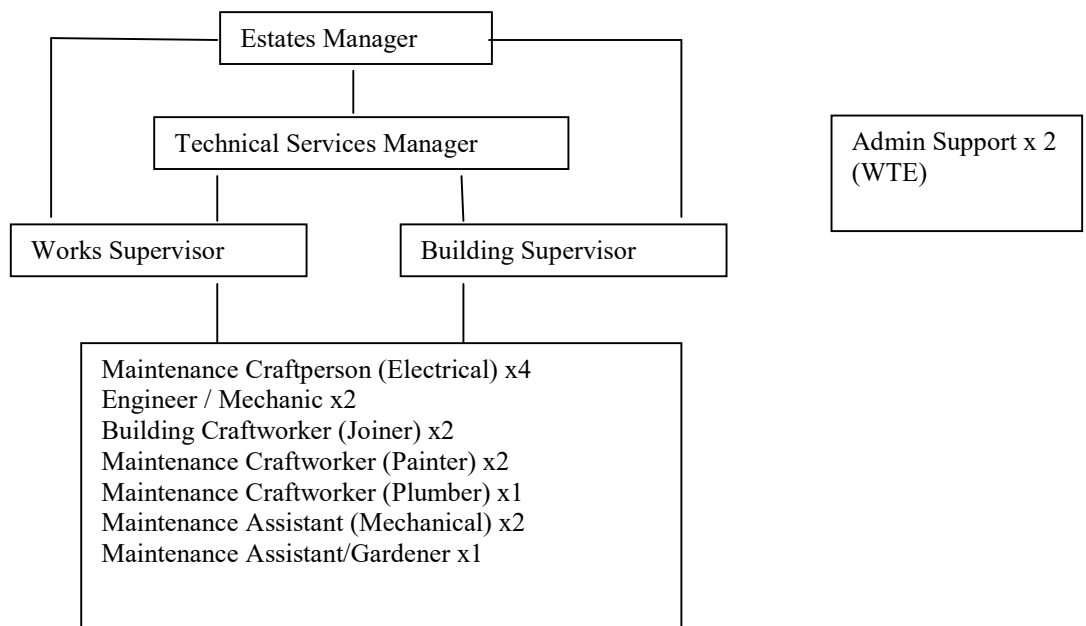
N.B In the event of NHS Scotland being placed on an ‘Emergency Footing’ and or NHSWI declaring a ‘Major Incident’, or similar critical service demand, the role will be subject to change based on the exigencies of the service and post holder competence.

3 JOB SUMMARY

- Responsible for maintenance and fault finding on a wide range of engineering plant and equipment (Low Pressure Hot and Cold Water Systems, Steam Raising Plant and associated equipment, Bench Top Sterilisers and Piped Medical Gas Systems).
- To carry out planned maintenance, diagnosis and repair to sanitary systems, plant, equipment and installations
- Ability to adapt through knowledge and training to acquire skills of other trades
- To deal with new situations as they arise and pass on knowledge to others.
- Manufacture, assemble, erect and install new works.
- Fabricate and re-design of parts to repair equipment no longer supported by the manufacturer.
- Adhere to Health and Safety guidelines on the safe use of plant and equipment, ensuring that the appropriate personal protection provided is used for the task in hand.

- Attend to repairs required on sanitary installations in the community
- Record daily/weekly/monthly routine logs for plant history, boilers, fire alarm systems, water temperatures and all the utilities as required by the PPM system.
- Seasonal clearance of snow and ice on roads and paths by gritting as required.

3a **ORGANISATIONAL CHART**



4 **MAIN DUTIES AND RESPONSIBILITIES OF THE POST**

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KNOWLEGDE TRAINING AND EXPERIENCE

1. A minimum qualification of City & Guilds 596-1 Craft Certificate
And
2. Course 599 Construction Services Welding Advanced Craft (ref 599-2)

- Or
3. Course 596 Plumbing Advanced Craft Certificates (course 596-2) in BOTH
 - (i) Sanitary Plumbing
 - (ii) Installation and Maintenance of Domestic Heating Systems and Appliances

And

Adequate knowledge of and within the proceeding three years training for, first aid treatment for electric shock.

Training and Experience

- Moving and handling, fire prevention and resuscitation courses done in-house.
- Attend in-house training for the assembly and use of the mobile decontamination unit.
- Attend in-house training and demonstrations given by the equipment supplier's installation engineers, covering new fixed or portable equipment as required
- Attend accredited training courses in order to comply with SHTM requirements.

Operational responsibilities

- To work in accordance with the requirements of Scottish Health Technical Memorandums (SHTMs) on Sterilisation SHTM 2010, Medical Gases SHTM 2022 and Water Supplies SHTM 2027 and The Control of Legionellae SHTM 2040.
- To be prepared to work in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment.
- To actively participate in the operation and control of engineering planned maintenance schemes.
- Actively participate in the completion of paperwork required including completion of job dockets.
- Undertake on-call duties as part of the on-call team to ensure that emergency repairs occurring out of normal hours are attended to.
- When required carry Hospital communication devices (Mobile phones, Pagers and/or Two-way radios) to facilitate immediate response to emergencies.

Maintenance Responsibilities

- Undertake essential repair works and general maintenance activities at the request of the Supervisor.
- To liaise with the Supervisor regarding plant or equipment failures and to request the supply of goods and/or services as necessary.
- Undertake fault-finding on complex Low Pressure Water Systems, critical systems and equipment using 'cause effect analysis' and detailed examination to gain a solution.
- Maintenance and testing of benchtop sterilizers
- Maintain medical gas manifolds, pipelines and outlets
- Carry out planned preventative maintenance inspections and tests in accordance with Hospital procedures.

- Complete all report sheets and test certificates as necessary.
- Interprets and follows the regulations in accordance with the requirements of Scottish Health Technical Memorandums (SHTMs)
- Immediately notifies the Supervisor of any deviation from the regulations.
- Follows detailed building, engineering drawings and specifications.
- Uses all relevant tools and equipment within safety guidelines as necessary for the completion of works.
- Undertake work in accordance with the requirements of Scottish Health Technical Memorandums (SHTMs) on Sterilization SHTM 2010, Medical Gases SHTM 2022, Water Supplies SHTM 2027 and The Control of Legionellae SHTM 2040
- Carry out maintenance, repairs, minor improvement and capital work across the Health Board domain as directed by management.

5 ANALYTICAL AND JUDGEMENTAL SKILLS:

- Occasional investigation of minor faults on a wide range of electrical and mechanical systems e.g. fire detection, security, ventilation, refrigeration controls, standby generator and boiler control systems
- Study and interpret operational manuals, drawings and schematic diagrams to aid fault diagnoses on systems.
- Arrive at decision if call out requires immediate attention, escalation or can wait until next day
- First point of contact during on call duties covering a wide variety of problems and is responsible for initiating the appropriate response. Requirement to analyse the situation and decide the best course of action to take. e.g. repair, make safe, reset or call a more specialised colleague for technical information, advice and support.
- Ensure compliance with statutory requirements and Health and Safety policies and permit to work systems.

6 *PLANNING AND ORGANISATIONAL SKILLS*

- Record own completed job docket on a daily basis.
- Prioritise own job docket depending on workload and maintain flexibility by adjusting job sequence to suit urgent or emergency demand within the workplace
- List quantities of materials for various works
- Plan minor installations and alterations.
- As relief Supervisor there is a requirement to complete weekly timesheets, issue work docket, re-allocate work for maintenance staff to meet demands and co-ordinate activities with other departments.
- Deputise for supervisor on a shared basis – plan, prioritise and allocate job docket.

7 PHYSICAL SKILLS:

- Driving light commercial vehicles with or without trailer or salt spreader when required.
- Using hand and power tools, lifting and handling of awkward or heavy equipment.
- Manual dexterity and coordination when using precision tools for the manipulation and fitting of components to mechanical equipment.
- Dexterity and co-ordination in the use of sharp tools and equipment.
- Ability to work safely at heights.
- Set up and use battery powered mechanical hoist platform.
- Set up ladders and working platforms as a safe and secure system.
- Gas and electric welding also brazing and soldering.

8 RESPONSIBILITY FOR PATIENT/CLIENT CARE

- Regular contact with patients in wards, at times distressed patients, when repairing or replacing medical gases outlets on bedhead units
- Ensure that all equipment is properly decontaminated prior to returning back into circulation as part of the infection control policy.

9 COMMUNICATION AND RELATIONSHIP SKILLS;

- Consult with nursing staff to arrange a mutually suitable time to take sanitary fittings and accessories out of service for maintenance/repair purposes
- Ensure that staff are fully informed before isolating piped medical gases and water services before equipment is removed for maintenance or repair and suggest alternative arrangements until repairs have been completed.
- Communicate technical mechanical and general equipment-related information to staff, colleagues and suppliers
- When on call instruct and advise equipment users by telephone how to resolve equipment malfunctions by requesting user observations of fault conditions, then talking them through the correct course of action to resolve the problem
- Deputise for supervisor on a shared basis, with one other person, during holiday and sickness absence.

10 RESPONSIBILITY FOR POLICIES/SERVICE DEVELOPMENT

- Comply with Health and Safety policies.

11 RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- Careful use of all vehicles, electrical equipment, plant, machinery, fixtures and fittings used within own scope of work.
- Condemn small items of equipment that we are no longer able to maintain through lack of spares or repair costs and complete relevant documentation.
- Install, maintain and repair of physical assets.

- Ongoing responsibility for security of workshop, plant rooms and external stores.
- Sole responsibility for security of departmental areas during on call duty period.
- Competent Person status for maintenance and of AGSS and PMG installation.
- Ordering of materials and completion of weekly timesheets while deputising for supervisor.

12 RESPONSIBILITY FOR HUMAN RESOURCES

- Provide advice and demonstrate new methods and working practices to less experienced colleagues
- Demonstrate the user interface or other features of equipment to users as necessary.
- Occasional supervision of maintenance assistant, trainees or work experience personnel when required.
- When deputising for Works Supervisor there is a responsibility for the daily management and supervision of maintenance staff.

13 RESPONSIBILITY FOR INFORMATION AND RESOURCES

- Record daily/weekly/monthly routine logs for all plant, equipment, systems and utilities as required by the PPM system, these are shared responsibilities with seven others.
- Update vehicle mileage and fuel logs as necessary and report any defects found.
- Maintain shared responsibility for log book records for bench top sterilization equipment.

14 RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- Evaluate and advise on technical aspects of new, existing and replacement equipment

15 FREEDOM TO ACT

- Follow departmental guidelines and carries out duties independently without routine supervision
- First contact point during on call duties for the Works Department's out of hours emergency cover service which covers a wide variety of problems and is responsible for initiating an appropriate response, this requires analysis of a situation and decide the best course of action to take. E.g. repair, make safe, reset or call a more specialised colleague for technical information, advice and support depending on the fault encountered.
- While deputising for the Works Supervisor there is an ongoing requirement to independently organize daily tasks for staff, locate suppliers, order spares, complete timesheets, and liaise with department heads and contractors.

16 SUPPORTING EVIDENCE

PHYSICAL DEMANDS OF THE JOB

- Frequently move or lift medium to heavy equipment e.g. sterilizer and washing machine (<50kg - using 2 people) - refrigerator and dishwasher (<25kg) (daily).
- Push or pull trolley loaded with tools and materials also, mechanical aids to move equipment within the hospital (daily).
- Carrying ladders or steps while faultfinding or fitting new equipment (<25kg).
- Occasionally change-over gas cylinders i.e. Propane, anaerobic mix and Co2 (6 weekly).
- Work in awkward positions on plant and equipment e.g. laundry equipment, kitchen equipment and clinamatics making the tasks required more difficult to complete (daily).
- (The above examples apply to 50% of working week).
- Work with hand and power tools while wearing gloves and mask for personal protection purposes, which introduces uncomfortable working conditions making tasks more difficult to complete.
- Work at heights using steps and ladders.
The above examples occur regularly on a daily basis.
- Shovel rock salt into road gritter 20mins per fill (seasonal over winter months).

17 MENTAL EFFORT

- Unpredictable interruptions to concentration due to the requirement to attend more urgent situations. (4 -5 times a day)
- Prolonged concentration when fault finding on plant, equipment and systems. This involves the study of service manuals, and schematic drawings (1-2 times a day – each approx' half hour duration)
- Concentration required while driving in poor conditions on icy roads during gritting duties with an emphasis on road safety at all times.
- Respond to call out in inclement weather at night when road conditions are poor i.e. gales, fog, flooding or untreated roads.
- Having to deal with unknown situations on a regular basis resulting from faults or conditions outside the normal range of work therefore put under pressure to arrive at an instant decision.

18 EMOTIONAL EFFORT

- Frequent requirement to provide immediate solutions to a wide range of problems that could occur at any given time. It may be the case that patients or staff are in close proximity waiting for the problem to be resolved. This situation creates pressure to perform
- *Occasionally deal with repairs to medical gas outlets on nurse call/bedhead units in close proximity to very ill or distressed patients.*

19 WORKING CONDITIONS

- Unpleasant smells from blocked drains, clinamatics and direct contact with effluent (weekly).
- Exposure to severe weather conditions during the winter while carrying out external duties.
- Work in extreme heat in plant rooms and boiler house (daily).
- Work in extreme cold -20°C inside main kitchen freezers to change light bulbs and check and or repair panic alarm and door locking mechanisms (weekly).
- Minor electrical fault finding and testing.
- Commitment to on call rota of 1 in 6 weeks disrupts normal family activities.
- Frequently work in very tight and confined spaces that can be difficult to negotiate e.g., clearing drains beneath laundry washing machines or access behind equipment (daily).
- Occasional exposure to the possibility of infection from bacteria while repairing equipment that retains static water e.g. washing machines, dishwashers and shower head fittings (daily).
- Occasional exposure to dust and possibly bacteria while removing filters during the servicing of air handling units, extract fans or air-conditioning units. (day a month).
- Work with highly corrosive boiler chemicals and chlorine solutions using appropriate PPE (daily when on routine duties).

20

STANDARD ELEMENTS

Confidentiality

Comply with all approved NHSWI Policies and Procedures.

Comply with NHSWI Communication Strategy and Media Strategy.

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.


NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

Health and Safety:

Assist in maintaining own and others' health, safety and security.

This involves:

- a) Complying with Board health and safety policies, procedures and participating in mandatory training.

- 
- b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

Ensure own actions support equality, diversity and rights.

This involves:

- a) Acting in ways consistent with the Board's policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.

JOB DESCRIPTION AGREEMENT


I, (Print Name) confirm that the job description(s) /person specification(s) attached have been discussed with me and are an accurate and up-to-date account of the duties and responsibilities and skills/qualifications required to undertake the post.

Job Holder's Signature:

Date

Head of Department Signature:

Date 21.08.2024



Person Specification

Specification Headings	Essential	Desirable
Experience (Duration, Type of level or experience)	<p>6 Completion of a structured CITB training program in plumbing and heating installations for a minimum period of 3 years.</p> <p>And</p> <p>7 2 Years site experience.</p> <p>And</p> <p>Knowledge of: -</p> <p>8 Low Pressure Hot and Cold Water Systems, Steam Raising Plant</p>	<p>Experience of:</p> <p>9 Working in an Acute Hospital environment.</p> <p>10 SHTM2010 (Sterilizers)</p> <p>11 SHTM 2022 (Medical Gases)</p> <p>12 SHTM 2027 (Water Services)</p> <p>13 SHTM 2040 (Legionellae)</p> <p>14 Plant, Hydraulic Systems and Pneumatic Systems,</p> <p>15 Heating and Ventilation Systems</p>
Qualifications (Specific to post/profession)	<p>16 A minimum qualification of City & Guilds 596-1 Craft Certificate</p> <p>And</p> <p>17 Course 599 Construction Services Welding Advanced Craft (ref 599-2)</p> <p>Or</p> <p>18 Course 596 Plumbing Advanced Craft Certificates (course 596-2) in BOTH (i) Sanitary Plumbing (ii) Installation and Maintenance of Domestic Heating Systems and Appliances</p> <p>And</p> <p>19 Adequate knowledge of and within the proceeding three years training for, first aid</p>	<p>20 BTEC - in Mechanical Engineering</p>

	treatment for electric shock.	
Skills, knowledge and aptitude (Relevant to the post)	21 Good awareness of Health & Safety at Work Regulations 22 Good communication skills. 23 Ability to work at times without supervision. 24 Adaptable to change	
Personal Qualities (Social skills necessary, disposition)	25 Capable of working in a demand driven service. 26 Working to deadlines.	
Constraints (Un-social hours, heavy duties)	27 Availability for on-call duties 30 minute response time) 28 Ability to work-at-height using access from ladders/scaffold. 29 Ability to work in confined spaces.	30 Manual Handling Training. 31 Health & Safety Awareness for Prefabricated Scaffold Towers. 32 Availability for undertaking overtime.
Other factors	33 Able and willing to undertake hazardous practices. (with appropriate risk assessment in place) 34 Good general health and does not suffer colour vision impairment	

NHS Western Isles employs over 1000 staff over a number of sites, including:

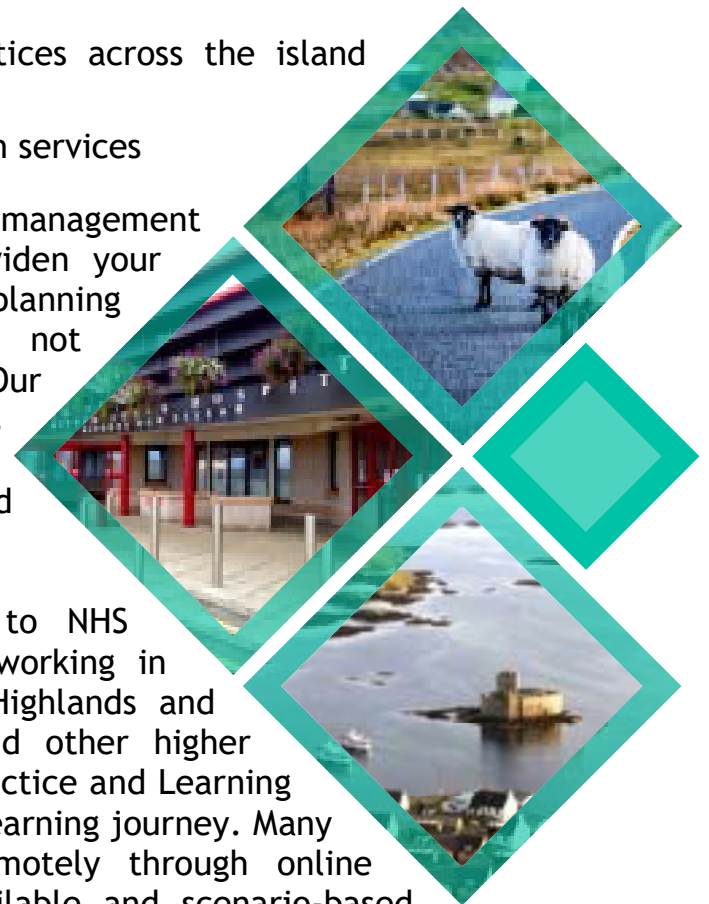
- Ospadal nan Eilean Siar (Western Isles Hospital), Stornoway
- Ospadal Uibhist agus Bharraigh (Uist and Barra Hospital), Benbecula
- St Brendan's Hospital, Barra
- A number of GP and Dental Practices across the island chain
- A variety of community-based health services

Being part of a smaller team with a flat management structure provides the opportunity to widen your experience and be involved in a range of planning and decision-making that you might not otherwise experience in a larger setting. Our patients are our community, and there is opportunity to contribute to multi-disciplinary and holistic care to patients and families across healthcare settings.

Support and development are central to NHS Western Isles' ethos, and this involves working in partnership with the University of the Highlands and Islands, NHS Education for Scotland, and other higher education institutions. Our Professional Practice and Learning team will support and advise you on your learning journey. Many opportunities can now be accessed remotely through online learning. Regular clinical training is available and scenario-based learning is available in our recently-installed sim lab.

The Western Isles has a range of employment opportunities in the public and private sector for those that are relocating as a family. Please contact us and we can direct you to vacancies that might be suitable.

All staff are valued equally and we welcome and encourage those from diverse backgrounds to come and work for us.



NHS WESTERN ISLES BENEFITS

Pay

The NHS pay system is known as Agenda for Change (AfC) which applies to all staff excluding medical, dental and executive level managers.

The benefits include a standard working week of 37.5 hours, with pay enhancements to reward weekends, nights and overtime working. This ranges from time plus 88% to time plus 30% depending on your pay band and shifts you work.

Distant Islands Allowance is paid to all staff who live in the Western Isles. This is currently £1,117 per year.

Annual Leave

Annual leave entitlement is 27 working days, rising to 29 working days after 5 years' service and 33 days after 10 years' service. In addition to this, you are entitled to 8 statutory public holidays every year.

Work-life balance

We understand that balancing work and home commitments can sometimes be difficult.

Our policies offer:

- Flexible working including home working
- Paid parental leave
- Paid carer leave
- Paid bereavement leave
- Occupational sick pay scheme

Wellbeing

We recognise that your mental and physical wellbeing is important and we aim to support you in the workplace.

We have a 24-hour confidential helpline to support you and your family through any of life's issues or problems. This includes counselling, family issues, bereavement, financial wellbeing, relationship advice, legal information and more.

NHS Pension Scheme

All new employees will automatically be enrolled in the NHS Pension Scheme, or if you are an existing member your membership will continue.

Key features

- Benefits accrued on a Career Average Revalued Earnings (CARE) basis.
- Normal pension age the same as your State Pension Age.
- Pension accrual rate of 1/54th of pensionable earnings each year.
- Valuable death benefits for your dependents.
- Option to take part of your pension and continue working.

Further information on the benefits of the scheme, can be found at sppa.gov.uk.

Travel & Transport

We participate in the Cycle to Work scheme, enabling you the opportunity to buy a bike tax-free.

Those who need to travel a lot for work will be eligible for a leased car.

Right to Work in the United Kingdom

We will support those that are eligible for a certificate of sponsorship to apply for a work visa. Candidates who require a Certificate of Sponsorship can access further information on the UK Border Agency's new points based system that now governs the way individuals from outside the EEA can work in the UK at bia.homeoffice.gov.uk.

