#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
| Job Title: **MAINTENANCE JOINER**  Responsible to (insert job title): **Maintenance 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): **April 2005** |
| 2. JOB PURPOSE |
| To assist in the provision of comprehensive, multi-site installation, maintenance and planned preventative maintenance (PPM) services throughout NHS Ayrshire & Arran and maximise the efficiency and quality of all building and environmental services using the resources available |
| **3. DIMENSIONS** |
| The Jobholder is employed by the Estates Department to provide a comprehensive maintenance service across all sites within the NHS Ayrshire & Arran.The Jobholder is directly responsible to the Maintenance Supervisor of the site on which he isbased.The Department operates 24 hours per day, seven days per week and the Jobholder’s normalworking hours are 8.00am to 4.30pm Monday to Thursday and to 1.00pm Friday, during which time urgent repairs or emergencies become priority over normal day-to-day duties. Planned Preventative Maintenance (PPM) is carried out weekly in order to prevent breakdown and maintain the highest operational quality of service for the benefit of patients, staff and visitors.  Capital programme work may be required to be undertaken whenever there is a need to upgrade or provide new build projects to improve comfort and safety for patients, staff and visitors.  The Jobholder may be required to work out-with normal hours if extraordinary circumstances arise. |

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| **4. ORGANISATIONAL CHART**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | | HEAD OF ESTATES | | |  | | | | |  | | | | | |  | | | | | |  | |  | | | |  | | |  | | | ESTATE MANAGER  NORTH | | |  | ESTATE MANAGER  SOUTH | | |  | ESTATE MANAGER  EAST | | | |  |  | |  | |  | | | |  | | |  | | | ESTATE OFFICERS  X 3 | | |  | ESTATE OFFICERS  X 4 | | |  | ESTATE OFFICERS  X 5 | | | |  |  | |  |  |  | |  |  | |  | | SUPERVISOR  X 3 | | |  | SUPERVISOR  X 4 | | |  | SUPERVISOR  X 3 | | | |  |  | |  |  |  | |  |  | |  | | TRADESMEN | | |  | TRADESMEN | | |  | TRADESMEN | | | | | |
| **5. ROLE OF DEPARTMENT** | | |
| * To facilitate the delivery of uninterrupted quality healthcare by providing 24/7 safe and effective upkeep and development of the NHS Ayrshire & Arran and, properties and assets * To deliver, maintain and develop a high quality, cost effective, responsive and efficient service to all staff patients and departments within an agreed budget, in line with the policies, procedures and requirements of NHS Ayrshire & Arran. * To provide professional and managerial support for the Facilities Department in matters relating to engineering and building development * To contribute to the strategic direction of NHS Ayrshire & Arran. | | |
| 6. KEY RESULT AREAS | | |
| * Compliance with agreed Building Regulations for Maintenance Staff to ensure safe working conditions * Dedicated approach to maintenance and any other duties, as required, in accordance with pre-agreed schedules and frequencies, to demonstrate motivation and enthusiasm * Ensure efficient, high quality maintenance services are provided within designated timescales to meet the required standard of maintenance * Ensure personal appearance and behaviour is exemplary at all times * Flexible approach and understanding of circumstances which may occur requiring change in routine/hours, thus demonstrating co-operation and ensuring continuity of the service * Analyse and prioritise desired actions using acquired skills and abilities to expedite best solution for desired outcome, including installation of structures, fixtures, fittings and equipment * Assess damage to faults and repair in a safe manner whilst keeping hospital running efficiently * Work in compliance with Health & Safety and all current Building Regulations, which benefits the user and ultimately provides better care and safety for patients, staff and visitors * Repair faults in a safe manner in order to keep hospital running efficiently, calculating * Outcome and assessing viability of repair and breakdown to ensure complete safety within working environment of hospital sites * Respond to security risks/faults to ensure all properties are secure for patients, staff and visitors safety, as a secure environment helps achieve the best in patient care * Undertake Capital Project duties to improve comfort and safety for patients, staff and visitors in accordance with individual needs and current legislations * Complete PPM in accordance with organisational and manufacturer’s recommendations * Recording details of work carried out within set time-scales to prevent breakdown and maintain operational ability * Maintain tools and equipment to health & Safety Regulations and Standards, therefore achieving best cost-effectiveness, speed and performance * Assess jobs by measuring up for new installations and alterations, check plan drawings on site, plan and work out best procedures and techniques to be used * Measure for materials required to complete the job and advise Supervisor * Respond to emergency situations, e.g. participate in rescue of individuals trapped in the event of lift breakdown, trapped in locked rooms/stores ducts, etc. * As member of the Fire Team, respond to fire safety hazards, evaluate situation and liaise with Fire Officer in charge, taking action to repair fault, ensuring incident is reported in accordance with Policies, to avoid re-occurance * Participate in providing call-out services for all of NHS Ayrshire & Arran’s sites in the event of out-of-hours emergency breakdowns * Complete Log Sheets and Maintenance lines timeously * Ensure up-to-date records are kept at all times * Disposal of waste in accordance with Waste Management Policy * Report all faults/damages in fabric of buildings to Estates Supervisor * Ensure correct use of plant equipment (hired and work-based) * Audit maintenance supplies * Complete all relevant work sheets * Ensure correct and economical use of materials and equipment * Ensure all work areas and machinery are kept tidy | *Frequency*  *All duties are ongoing daily.*  *Frequency*  *All duties are ongoing daily.* | *Weight*  *All equipment in accordance within H&S Regulations.*  *Weight: As is comfortable in accordance with Moving & Handling Risk Assessments.*  *Weight*  *All equipment in accordance within H&S Regulations.*  *Weight: As is comfortable in accordance with Moving & Handling Risk Assessments.* |
| 7a. EQUIPMENT AND MACHINERY | | |
| * Vehicles * Joinery Tools and equipment * Chemicals in accordance with COSHH Regulations | | |
| **7b. SYSTEMS** | | |
| * Daily Time Sheets with every job logged and timed for building management system. * Plant Log records | | |
| 8. ASSIGNMENT AND REVIEW OF WORK | | |
| * Duties are mainly demand-led and are assigned by the Maintenance Supervisor/Estates * Officers and may consist of repair, re-design and installation as required * The Jobholder priorities the weekly allocation of PPM work, liaising with staff in various departments to establish accessibility, taking into account the needs of the service * The Jobholder works with a degree of autonomy to prioritise workload on a daily basis as they occur, within designated parameters and Health & Safety Regulations * The workload varies between sites and departments and is carried out in accordance with pre-determined schedules and frequencies, following consultation with Ward/ Departmental Managers. * The Jobholder’s work is subject to random, periodic checks by the Supervisor | *Frequency*  *All duties are ongoing daily.* | *Weight*  *As is comfortable in accordance with Moving & Handling Risk Assessments.* |
| **9. DECISIONS AND JUDGEMENTS** | | |
| * The Jobholder is responsible for prioritising own workload and operates with a degree of autonomy within parameter of Health & Safety Regulations and organisational demands and   for liaising with departmental staff to establish accessibility   * In the absence of the Supervisor, the Jobholder will use own initiative to measure for new builds, alterations or upgrades, decide on viability of job and on recommendations/designs   for the client   * In the absence of a Supervisor during out-of-hours call-outs, decides action required to maintain safe and continued operation of services * Advice and guidance is provided by peer support, Supervisor or Estates Officers | | |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | | |
| * Ensuring the standards of maintenance services are adhered to, thus meeting the expectations of patients, staff and visitors * Having the ability to assess and repair faults/defects in often hazardous conditions and confined spaces * Carrying out duties in hazardous conditions, areas of high level of activity and confined areas * Deal with new situations/regulations as they occur, maintaining a high level of quality and safety whilst adhering to tight time-scales * Working within areas of frequent exposure to highly unpleasant conditions, e.g. extreme temperature (hot and cold) * Knowledge of complete working of all buildings and accessibility of all areas of hospitals and other sites * Dealing with irate personnel regarding accessibility to areas and work requirements | | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | | |
| The Jobholder is required to develop and maintain effective communication links and working relationships with the following groups:-  ***Internal:***   * Colleagues, Supervisors, Managers within Estates function * Other trade groups within Estates Department * Nursing/medical and management staff within other departments/wards throughout NHS Ayrshire & Arran * Patients and visitors   ***External:***   * Suppliers of materials and spare parts * Specialist contractors | | |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | | |
| **PHYSICAL EFFORT/SKILLS:**   * Heavy duty tasks, e.g. lifting/handling/manipulation of equipment/machinery, all of which are used in accordance with Health & Safety Regulations * Working in confined areas/cramped conditions/hazardous * conditions * Standing and walking for long periods throughout shift,   requiring a high level of stamina  **MENTAL EFFORT/SKILLS:**  Maximum concentration is required while carrying out many tasks,  e.g   * Analysing procedures and techniques/mental arithmetic * Prioritising workload * On-site measuring, marking out and evaluating materials * Using electrical equipment, e.g. electric saw * Handling chemical solutions * Working at heights * Working in adverse conditions, e.g. noise, high level of activity * Using self-powered equipment * Driving   **EMOTIONAL EFFORT/SKILLS:**   * Working in sensitive areas, e.g. A&E Department, Mortuary, Oncology, Psychiatry, **N**eo-Natal Wards, etc.   **ENVIRONMENTAL:**   * Working outside in adverse weather conditions. * Working with contaminated equipment and machines. | *Frequency*  *All ongoing*  *All ongoing*  *All ongoing*  *All 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 be proficient in, have knowledge of or undertake training in the following:-   * Recognised apprenticeship with City and Guilds Certificate * Appropriate qualification * Extensive experience * Qualified in the operation of woodworking tools and machinery/knowledge of materials * COSHH (Control of Substances Hazardous to Health) * Confined space Training * Fire Safety/Training * Health & Safety Regulations * Lifting & Handling * Ladder safety course * Knowledge of Incident Reporting procedures * Ability to use own initiative * Good interpersonal skills | | |