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| 1. **JOB IDENTIFICATION**  |  |  | | --- | --- | | **Job Title:** | **Maintenance Assistant** | | **Responsible to:** | **Coordinating Supervisor** | | **Department:** | **Estates & Property** | | **Directorate:** | **Estates & Facilities** | | **CAJE NO:** | **SG No 1201** | |
| **2. JOB PURPOSE** |
| The postholder will assist in the provision of a comprehensive maintenance, repair and minor works service within NHS Greater Glasgow and Clyde sites, which will significantly contribute to the provision of excellent patient care.  The Post holder will operate as part of a trained multi-skilled team, providing support for Multi-Skilled Technicians and Craftsmen and performing minor electrical, mechanical and plumbing repairs that do not require the attention of a time-served craftsperson.  This will consist of the post holder performing Planned Preventative Maintenance (PPM), Reactive Maintenance (RM), Minor Works (MW) on a supervised and unsupervised basis. |
| **3. ROLE OF DEPARTMENT** |
| The Estates Department facilitate the delivery of uninterrupted quality healthcare by providing a 24 hour, 7 day a week safe comfortable & statutory compliant built environment which supports the effective provision of high quality clinical care for our patients.  This is achieved by maintaining and delivering an effective Planned Preventive Maintenance programme and reactive repair service as well as executing installation and commissioning works of critical plant and equipment to support the delivery of all clinical services.  The Department also provide an integral contribution to the continual management & control of Health Associated Infection with respect to the built environment, in compliance with national HAI SCRIBE, Health Environment Inspectorate (HEI) & Healthcare Associated Infections Task Force audits and Facilities Management Tool (FMT).  Along with providing technical support & expert guidance in the design and implementation of clinical service developments, including development support in the writing of specification & preparation of tender documents through to awarding contracts, planning & organising the projects. |
| **4. ORGANISATIONAL POSITION** |
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| **5. SCOPE AND RANGE** |
| The post holder forms part of a team of fully trained and certified staff employed by NHS GG&C, working across the three sectors as detailed below, The post holder is based within one of these named sectors.   1. North Sector 2. South Sector 3. Clyde Sector   The post holder is part of a multi skilled team interacting across Electrical, Mechanical, Plumbing & Joinery skills.  They are responsible to the Supervisor and work under the direction of the technician\craftsman when supporting work at higher skill levels.  There are no budgetary responsibilities. |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| Key duties will include, but will not be limited to:   * Assist in ensuring that the fabric of the building provides a safe environment for patients, public and staff, by review and fault finding. * Perform the repair of minor faults in a safe manner and report faults out with range of training or skill to Technicians or Supervisors. * Assist technicians and craftsperson with the installation and commissioning of machinery, pipework and fittings, cabling and electrical equipment, to ensure safe practice, and in compliance with health and safety regulations. * Perform Planned Preventative Maintenance in accordance with Divisional and manufacturers recommendations. * Undertake daily/weekly visual inspection and checks across the facility as required. * Check and change electrical plug tops as required. * Participate in Fire Alarm Testing. * Perform checks and repairing minor fabric faults, including filling and painting tasks * Undertake minor joinery task as required e.g. soap dispensers, toilet roll holders. * Unblock choked toilets and choked drains as required * Recording of details of work carried out within set time-scales to prevent breakdown and maintain optimal operation of equipment in the relevant Log Books or Job Sheets. * Maintain all Health & Safety Regulations in relation to plant and equipment to ensure a safe environment within all hospital sites throughout NHSGG&C. * Participate in a Permit-to-Work system. * Undertake specialist duties as required, and where appropriately trained. * Undertake any other duties and tasks as commensurate with the grade of this post and the relevant training, skills and experience. |
| **7a. EQUIPMENT AND MACHINERY** |
| * PDA’s * Two-way radios. * Computer/Software. * Lifting gear: Slings, chain blocks Etc. * Portable power tools: Drills, Grinders, Screw cutting m/cs, Kango hammer .Etc. * Hand tools: Wrenches, spanners, hammers, measuring instruments. Etc. |
| **7b. SYSTEMS** |
| * Completion of Timesheets and Expenses sheets for forwarding to wages department * Plant log records. * Boiler check and Boilers records sheets. (Including Chemicals records.) * Permit-to-Work. |
| **8. DECISIONS AND JUDGEMENTS** |
| The Post holder conducts the majority of their work supervised and when not assisting the Technicians/Crafts maintenance person, they are responsible for prioritising their own assigned work load.  Carry out maintenance/ minor repairs on electrical, mechanical and plumbing services in all hospitals within the sector within designated parameters and Health and Safety Regulations. The post holder will analyse the situation to determine what the problem is and if it can be repaired, if a new part is required, whether the part is in stock or needs to be ordered and does it require the attention of a technician or is it beyond repair. The post holder must record these findings on job dockets and report to supervisor or contact technician / supervisor by phone if job requires immediate attention.  The post holder will examines job tasks on PDA task management system at start of shift and on an ongoing basis during the shift. They will be expected to plan and prioritise their own work and liaise with technicians to address tasks requiring higher level of technical competence. |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder is required to communicate in a clear and concise manner in relation to technical skills and safety with a range of people within the hospital environment.  The post holder is required to explain both Technical and Safety issues, in understandable language to non – technical staff in charge within various departments of the hospital.  Communication is written (reports and logged information) and verbal.  The post holder must build and maintain a good understanding and working relationship with others within and out with the department including:-  Colleagues and management within Estates Department, including the other trade groups.  Nursing/Medical staff within wards/theatres/departments.  Management/staff within all other departments.  Liaise with outside Contractors. |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| PHYSICAL SKILLS/EFFORT:-   * Good eye hand co-ordination required for precision and intricate work. * Working with heavy equipment. E.g. replacing elect/pumps and motors, heavy lifting and handling gear. * Standing, bending, walking for long periods * Working from ladders, scaffolding and safety harnesses at heights ranging from 6ft to 150ft.   MENTAL SKILLS/EFFORT:-   * Mental arithmetic * Meter Reading, Chemical test results and fuel stocks. * Reading and interpreting manuals and instructions.   ENVIRONMENTAL   * Coming into contact with raw sewage and noxious gases whilst unblocking drains. * Exposed to faeces and body fluids on a daily basis whilst assisting in repair of Macerators Sluice Units. * Exposed to waste food materials whilst assisting in repair of waste disposal units. * Exposed to high temperatures due to steam and hot water services whilst working in plant rooms and duct areas. * Risk of exposure to a range of vermin in ducted areas. * Working in confined spaces with the possible risk of hazards and a difficult working environment. |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Basic problem solving when dealing with faulty equipment or breakdown, requiring some analysis * Working within departmental policies and procedures when carrying out post duties. * Physical demands of the post. * Dealing with difficult staff and patients in a respectful and tactful manner. |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| **Essential**   * Knowledge and understanding of a wide range of works procedures across the full range of trades and disciplines preferably operating within the healthcare environment. * Be able to demonstrate an ability to work unsupervised and complete a wide range of minor works and responding to a variety of situations including planned maintenance, emergency response, installations and testing regimes * Enthusiastic and demonstrate commitment to continued professional development. |
| **13. 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: Date:  Head of Department Signature: Date: |