#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: **APPRENTICE MAINTENANCE PLUMBER**  Responsible to: TEAM LEADER  Department: ESTATES  Directorate: FACILITIES  Operating Division: NHS LOTHIAN  Job Reference: L/EST/TMC3  No of Job Holders: Various  Last Update: July 2021 |

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| 2. JOB PURPOSE |
| The successful applicant will be required to train as an Apprentice Plumber, attaining the appropriate knowledge, skills and experience to become a fully qualified and competent trades person. The apprenticeship scheme is run in conjunction with a training provider to ensure the applicant is supported through a high quality training programme. Training normally takes a period of 4 years.  During the programme the post holder will work towards achieving the SVQ 3 in Engineering/Building Maintenance and an NC/HNC (SCQF Level 7) in Engineering/Building Systems qualifications.  Year 1 – Full-time attendance at college  Year 2 to 4 – day release to college, remainder of time hospital/workplace based, time spent on-the-job learning, developing knowledge and skills. Where required healthcare specific training will be provided.  As a plumber in the NHS work typically includes; planned maintenance, reactive maintenance, fault finding, repairing equipment that is broken or faulty, testing equipment and systems, minor works, improvements and installations. |

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| **3. DIMENSIONS** |
| The post holder is employed within NHS Lothian and there will be a requirement to work flexibly across Lothian to meet service demands. (rotational programme across sites to suit training needs)  The post holder is part of a multi-skilled team responsible for maintaining, repairing, operating and testing a range of plant and equipment necessary for the provision of a safe, efficient and compliant service to healthcare locations across Lothian.  The post holder will report to their nominated trades person/team leader on operational matters, be responsible to the Sector Estates Manager (mentor) and accountable to the Area Manager Hard FM.  Whilst carrying out the external element of the Apprenticeship Programme, the post holder will  report to the Learning & Education Manager (training provider) aligned to support this post. |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| The objective of the Department is to operate and maintain a physical environment in which healthcare can be delivered efficiently and safely to the patient. The main elements being the maintenance of both building fabric and services e.g. external and internal finishes, fittings and fixtures, plumbing, electrical and mechanical services, piped medical gases, etc.  The provision of a project management service to the Board from initial brief and preparation of contract documentation through tendering, contract supervision to completion. Works ranging from minor alterations to major refurbishments.  Compliance with all statutory requirements in relation to safe working practices and safe operation of plant, equipment and services.  Keeping records of all aforementioned activities as per all Scottish Health Technical Memoranda (SHTM) and Quality Assurance Requirements and to provide professional advice and guidance of Estates matters. |

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| 6. KEY RESULT AREAS |
| To support NHS Lothian’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.  Throughout the duration of the apprenticeship, the post holder is required to work to an agreed training/development plan and on a regular basis to collect and collate supporting evidence for a skills portfolio.  Completion of apprenticeship training programme to appropriate SVQ and NC/HNC level qualifications.  Performing a wide range of work and core skills, which will include assisting qualified trades persons in some / all of the following duties (appropriate to the specific apprentice role):  Repair and maintenance of a wide range of systems, plant, controls and equipment. Some of which will be critical systems such as operating theatres, clinical diagnostic suites, water systems, heating systems, boilers etc.  Minor plumbing and mechanical installation/upgrade works.  Use all relevant tools, equipment and safety systems.  Interpret and understand detailed drawings, specifications.  Adherence to all NHS Lothian Policies and Procedures, Scottish Health Technical Memorandum’s, Statutory Guidelines and Codes of Practice.  Use of IT technology type equipment and systems required to maintain the quality/provision of services for patient care. E.g. Computer aided facilities management systems, building management systems etc.  In carrying out these duties, the post holder is required to take reasonable care to avoid injury or  accident to themselves, colleagues, patients or other service users which may be caused by work  activity. Duties must be performed in accordance with NHS Lothian’s policies and safe systems of work.  The post holder is required to ensure that NHS Lothian’s procedures for reporting accidents, hazards, incidents and near misses are complied with.  The above list of duties is not comprehensive, but should be regarded as indicative of the range of  work expected of an apprentice. |

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| 7a. EQUIPMENT AND MACHINERY |
| The following are examples of equipment which will be used when undertaking the role.  All water, drainage and heating distribution equipment throughout Lothian including pumps and controls.  Specialist tools, analytical metering test devices and workshop fixed equipment.  Maintenance work includes the use of precision; calibration and test equipment on which attention to detail is essential to ensure specialist items of equipment are adjusted and set up within the specific parameters advised within manuals/instructions.  **Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided. |
| **7b. SYSTEMS** |
| The following are examples of systems which will be used when undertaking the role:  Hot and cold water supply systems, drainage systems, heating systems, air conditioning systems, water safety management systems  Post holder will be expected to have a working knowledge of information technology systems in operation that support the Estates function. This would include systems such as Building Management, Facilities Management System and Asset Management systems.  **Note:** New systems may be introduced as the organisation and technology develops, however training will be provided. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Work is generated by the ongoing day to day needs of the service and will be assigned by the team leader and / or the Estates Officer via an appropriately trained / qualified tradesperson.  Apprentices will work to an agreed training/development plan. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder for the most part will work alongside and under the direction of the tradesperson in completing assigned tasks against an agreed training plan. Expectation to resolve problems, organise spare part acquisition and provide a coherent explanation of unresolved work to team leader. Assist in the completion of task risk assessment and method statements before and during work. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Progression through each year of training is not automatic. Apprentices are required to meet the requirements for academic progression and vocational skills acquisition at each stage before moving onto the next year.  Maintaining an up to date knowledge of and implementing programmes to comply with changes either in legislation relating to Health and Safety at Work Act, Codes of Practice, Building regulations, fire regulations and other statutory requirements whilst formulating an assessment of the cost/risk/quality factors.  Deliver a high quality and compliant service under increasing pressures and priorities.  Achieving an acceptable balance between user expectation and practical and cost effective solutions.  Training on new equipment and systems leading to full knowledge of functions and purpose.  Attendance at college for the full term of the apprenticeship to attain successful assessment and examination results.  Put the academic knowledge and skills gained at College into practice within the workplace environment. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Structured weekly meetings with the apprentice mentor to review performance against agreed objectives and key performance indicators.    **INTERNAL:** Regular and Frequent;  Sector Estates l Officers, team leaders and work colleagues/tradespersons  Facilities training lead (mentor)  **EXTERNAL:** Regular and Frequent;  Apprenticeship programme co-ordinators/training provider(s)  College lecturers |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical/Environmental/Emotional  The post holder will, on a regular basis, be required to visit all areas of property owned or leased by NHS Lothian or under their managerial control. This will include boiler rooms, plant rooms, service ducts, roof voids, external roof areas and drainage systems. These will subject the post holder to high temperatures, confined spaces, working at heights and unpleasant odours.    The post holder will be required to access clinical areas to carry out surveys and inspect work, such as intensive care and acute psychiatric care where there may be critically ill patients and/or distressed and emotional relatives/visitors.  A degree of physical fitness is essential for the potholder to undertake the full range of duties required. The post holder will be trained on manual handling to ensure correct procedures are followed at all times.  Mental  Analyse fault conditions, interpreting results of test equipment and deciding upon appropriate action. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| The successful applicant must have:  National 4 or 5’s (or equivalent) including Maths, English and a Science or Technical subject all at Grade A-C. **And** Successfully complete/pass an Industry Approved Selection Test. |

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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: |