# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Maintenance Craft Assistant**

**Responsible to: Estates Engineering Supervisor**

**Department: Estates Services**

**Job Holder Reference: F-MAINTASST-P-new-A**

**No of Job Holders: 4**

**2. JOB PURPOSE**

The Maintenance Craft Assistant will be part of the Facilities & Infrastructure Directorate’s multi skilled team working within the Estates Services Department.

The post holder will assist in providing a day-to-day planned and reactive semi-skilled maintenance service and assistance to craftpersons within NHS Forth Valley. The main challenges for this department are to meet the demands of a modern healthcare service while providing an effective and safe environment for patients, visitors and staff.

**3. ORGANISATIONAL POSITION**

**ROLE OF DEPARTMENT**

**SEE APPENDIX 1**

**4. DIMENSIONS**

The post will consist of the safe and efficient use of vehicles, plant, tools, equipment and materials while carrying out planned and reactive maintenance work and assisting craftpersons within a modern healthcare estate, while working in accordance with all statutory requirements, national, local and departmental policies and procedures. The estate comprises of Community Hospitals, Community Residential Resources, Day Hospitals and Clinics/Health Centres located throughout the 1024 square miles of Forth Valley. The ability to work with the minimum of supervision and participation in ad-hoc overtimeis required.

1. **KEY DUTIES/RESPONSIBILITIES**

Working with craftsmen you will be directed by the Estates Engineering Supervisor in ensuring the department is in full compliance with Health & Safety and current legislative requirements. Assist craftsmen in carrying out maintenance, repair and inspection duties which will include complex and non routine fault finding to ensure continuity of services at all times.

The main duties consist of the following:

1. Undertake work as required in main core skills.

2. Undertake work as required on own initiative.

3. Undertake work as required with minimum supervision.

4. Ensure the safe and efficient operation of steam boiler plant, and associated equipment within the boiler houses.

5. Monitor and record records associated with the safe operation of boiler plant, e.g. chemical testing of boiler water and adjustment as required.

6. The safe and efficient operation of the Low Pressure Hot Water Boiler Plant and associated equipment within the boiler houses.

7. Monitoring and recording records associated with the safe and efficient operation of the Low Pressure Hot Water Boiler Plant and associated equipment within the boiler houses.

8. Monitor and attend to all medical gas systems, e.g. Entonox, Nitro oxide, Oxygen, Vac. etc. – change cylinders, check compressors and tanks.

9. To assist craftpersons with planned and reactive maintenance and new installation work as required. e.g.

* Attend to fire alarms – check wards – assist Fire Brigade, and reset fire alarm panel.
* Attend to lift breakdowns and work within safety guidelines to ensure safe exit from lifts.
* Attend to choked sluice masters, sinks, toilets etc., broken windows, doors, locks etc

10 Replace lamps and fluorescent tubes.

11. Minor electrical repairs e.g. cable replacement, plugtop replacement etc.

12. Cleaning of lamp shades, fluorescent diffusers and ventilation grilles.

13. Cleaning of boiler houses.

14. Cleaning of plant rooms.

15. Cleaning of workshops.

16. Cleaning of workshop machinery e.g. pedestal drill, bench grinder etc.

17. Cleaning of Sawmill machinery e.g. band saw, circular saw, planer etc.

18. Cleaning of Sawmill Local Exhaust Ventilation System.

19. Cleaning of vehicles.

20. Lifting of drain grating covers and cleaning out roadside drain gullies.

21. Cleaning out rainwater gutters.

22. Undertake routine operational testing of fire alarm systems.

23. Transportation of materials and personnel as required.

24. Hanging curtains and bed screens.

25. Towing of mobile plant.

26. Actively participate in the operation and control of planned preventative maintenance system.

27. Actively participate in the operation and control of the Labour Management System including the completion of job dockets and timesheets etc.

28. Carry departmental communication devices (pagers and/or mobile phones) to facilitate rapid response in an emergency/when required or when lone working.

29.To attend all meetings as and when required.

 30. Undertake portable electrical appliance testing & inspection

 31. Undertake Induction Hearing Loop system testing & inspection

**6. SYSTEMS AND EQUIPMENT**

Hand tools as per Union agreed list e.g. spanners, screwdrivers, pliers, hammer, chisel etc.

Personal Protective Equipment (PPE) e.g. hard hat, goggles, face mask, gloves etc.

Brush and shovel

Electric blower

Commercial vacuum cleaner

Pressure washer

Step ladders

Ladders

Mobile elevated work platform - for safe working at height where ladders are not suitable

Hand held electric drill

Hand held grinder

Bench mounted grinder

Pedestal drilling machine

Portable electric light and transformer

Seaward Portable Appliance Tester

Induction Hearing Loop Tester

**7. ASSIGNMENT AND REVIEW OF WORK**

Work will be generated to the postholder by the Estates Engineering Supervisor, although it will be necessary to use your own initiative in prioritising and organising day to day tasks. Regular liaison throughout the day with the Estates Engineering Supervisor is essential to maintaining continuity of the service.

**8. COMMUNICATIONS AND WORKING RELATIONSHIPS**

Provides and receives routine information orally, communication is mainly with work colleagues.

 Internal

The post holder will be expected to promote staff moral and develop a good working relationship within their own core skill and between other members of the department at all levels. This will involve having a clear understanding of the roles and responsibilities and behaviours expected of them, including attending all training and tool box talks as well as attending meetings as and when required.

Staff of estates department (all disciplines and levels)

Staff of all directorates (all disciplines and levels)

###### External

Maintenance Contractors

### Suppliers

Insurance Inspectors

Estates colleagues of other Operating Divisions

 **9a. PHYSICAL DEMANDS OF THE JOB**

Can be physically demanding using tools and equipment listed above with appropriate personal protective equipment. Working occasionally (3/4 times per month) in confined spaces (ducts, roof spaces, water tanks etc.) and at height using ladders, scaffolding or mobile elevated work platforms. Frequent lifting of tools/ equipment and occasionally (3/4 times per month) materials of various weights (5 – 15 kilos) from various positions. Working occasionally (3/4 times per month) in varied environmental conditions with extremes of heat, dust and odours and a very occasional requirement to work out doors in inclement weather. May be required to work in hazardous areas. Due to the geography of the estate 10% of the working day can be driving.

**9b. MENTAL/EMOTIONAL DEMANDS OF THE JOB**

High level concentration required when working in confined spaces, at height, in environmental extremes internally and externally.

High level concentration required at all time when isolating, making safe and working on lamp and fluorescent tube replacement to ensure own safety and that of others.

High level concentration required at all time when isolating, making safe to clean fixed woodworking machinery to ensure own safety and that of others.

High level concentration required when monitoring and recording records associated with the safe and efficient operation of Steam and Low Pressure Hot Water Boiler Plant and associated equipment..

High level of concentration required when operating and working with Mobile elevated work platform.

Concentration is required at all times when using tools and instruments.

Regularly required to work in challenging ward environments.

Occasionally required to work in areas in isolation/quarantine.

**10. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Minimum 2 years experience of working in a maintenance environment.

Certificate of Competence in Boiler Operation and Maintenance e.g City & Guilds 6548 (5 day course) or equivalent.

Certificate for the safe operation of Mobile Elevated Work Platforms.

Certificate of Competence in Portable Appliance Testing & Inspection e.g. City & Guilds 2377 (2 day course) or equivalent.

Training in the Inspection & Testing of Induction Hearing Loop systems

Ladder Safety Certificate

 **11. JOB DESCRIPTION AGREEMENT**

 **Job Holder Print:**

**Job Holder’s Signature:**

**Date:**

 **Head of Department Print:**

**Head of Department Signature:**

**Date:**

APPENDIX 1

**A. ROLE OF THE UNIT / FUNCTION**

The Facilities & Infrastructure (F&I) Directorate provide a dynamic approach to the delivery of Forth Valley wide integrated non-clinical support services (Estates, Catering, Domestic, Portering, Supplies, Energy, Utilities and Telecommunications, Transport and Waste Management, Linen and Laundry, Medical Physics).

Specialist Services provided include the delivering of the ASDU Service and specialists services within the Risk Management Department (Health and Safety, Fire and Security, Infection Control, Violence and Aggression and Manual Handling).

F&I is responsible for formulating and implementing the strategy for the provision and management of patient focused services to facilitate the achievement of national and local objectives i.e. Clean Bill of Health, Local Health Plan etc.

F&I is responsible for ensuring compliance with statutory legislation and the provision of professional advice to clinical units.

# B. ROLE OF THE DEPARTMENT

Estates Services provide a comprehensive range of professional estate management and maintenance services to enable the uninterrupted delivery of healthcare.

Provision of Estate Management information reports.

All aspects of project management.

Planned and reactive building, engineering and grounds maintenance and repairs.

Health, Safety and Environmental Management, ensuring compliance with Statutory Standards, Health Technical Memoranda, Safety Action Notices, Hazard Notices, Health & Safety Executive Guidance and established Best Working Practice.

# C. DEPARTMENT ORGANISATION CHART

# EstatesStructureNHS FORTH VALLEY

## PERSON SPECIFICATION

## MAINTENANCE CRAFT ASSISTANT

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| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Skills/Abilities | Neat and tidy appearance.Good communication skills both verbal and written. |  |
| Experience | Minimum of 2 years experience of working in a maintenance environment.Knowledge of Health and Safety at Work.Willingness to undertake further relevant training. | Experience of assisting craftpersons on minor works, alterations, refurbishment or new installations.Experience in NHS Estates property services. |
| **Inter-personal and Social Qualities** | Able to work as part of a team. Fair, consistent with a flexible approach to working methods.Ability to organise own workload and work with minimum supervision. |  |
| Education/Qualifications | Certificate of Competence in Boiler Operation and Maintenance.Certificate for the safe operationof Mobile Elevated Work Platforms.Certificate in Ladder Safety | Any relevant City & Guilds/SVQ short course certificates  |
| Other | Full Driving Licence.Flexible in working time arrangements if required to meet the needs of the service. |  |