CAJE REF CYM/Wales/2023/0035

APPROVED 20/12/2023







# JOB TITLE Maintenance Assistant

# BAND Band 2

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| Job Summary | | |
| * Undertake routine maintenance and repair in a range of electrical, mechanical, building services, plant and equipment or buildings building structures comprising of external and internal works and finishes to ensure a safe and pleasant environment for patients, visitors and staff. * Provide ‘On-Call’ support as required to meet the business needs * Work flexible to ensure service continuity in times of high demand, annual leave or sickness etc | | |
| Responsible to | | |
| Reporting: | Accountable: | Professionally: |
| Responsibilities and Duties | | |
| **Operational**  The post holder will in the course of their duties undertake routine planned preventative maintenance e.g. electrical, mechanical, building services, plant and or equipment as instructed by their supervisor and following both manufacturers and local procedures and guidance.  Undertake safe operation, daily maintenance, inspection, and testing this may include but not limited to electrical, mechanical and building services, plant and equipment steam raising plant, hydrotherapy pool etc. which will require the post holder to analyse daily chemical levels and carrying out appropriate adjustments following training and within their sphere of competencies.  Undertake duties in a safe manner working within departmental and organisational Health & Safety policies and procedures when operating plant/machinery, drive vehicles, use hand and power tools, workshop machinery including grinding machines hydraulic presses etc. following appropriate training  Participate in an ‘on call’ rota as required by the Health Board to ensure that emergency repairs/situations and services have continuity  Support the Team and colleagues to undertake drainage external and internal finishes and assisting with the safe entry and exit from the sites as well as assist with traffic management snow and ice clearing gritting etc.  Following appropriate training the post holder will at times operate/drive the organisations vehicles and/or plant equipment and be required to travel between various sites they will need to possess the appropriate driving license in line with policy, health & safety and processes  Ensure all work areas are clean and safe whilst working and on completion of works  **Communication**  Exchange information with senior colleagues on work schedules and priorities that need to be undertaken to ensure a safe environment for all staff, patients and visitors  Advise colleagues, contractors and other health care staff on operation of any restrictions on plant and services as necessary.  Respond to or assist in emergency situations e.g. trapped passenger in lift, fire alarm activation, blocked drains etc.  **Planning and Design**  Assist with the organisation of daily routine and regular tasks to ensure work is scheduled efficiently, with guidance and support from line manager or senior colleagues, at times of high acuity may be required to work with minimum supervision when carrying out tasks as directed by senior colleagues  **Management, Training & Leadership**  Participate in the training, technical advice and support of peer groups, trainees to share best practice and knowledge relating to their sphere of work.  Undertake continuing personal and technical development to maintain competency requirements of the role in line with business needs which at times may change due to organisational change or Welsh Government directives.  During increased workload the post holder may be required to work outside normal hours to respond to emergencies, cover for sickness or annual leave of colleagues to ensure business operations remain constant for patient safety  **Clinical**  At times the post holder may be required to work in patient areas  **Finance and Budget**  Advise supervisors when equipment and tools stock are required to undertake specific tasks, to ensure adequate provision of materials for allocated work to be completed.  **Improvement, Monitoring, Policy/Service Development**  Follow and adhere to Health Board policies including confidentiality in line with General Data Protection Requirement (GDPR).  Follow policy and process for undertaking lone working duties  **Digital and Information**  Use electronic equipment for registering, recording and updating data in the course of their normal duties.  Complete works hard copy and electronic documents to ensure activity is recorded  **Research Development. Evaluation & Audit**  Identify and report to the line manager any item of plant, tools or equipment that requires replacement or repair.  Prior to use of any tools, machinery or equipment undertake a visual inspect, carry out any pre use checks and report all defects to their supervisor.  Assist in work related surveys | | |
| PERSON SPECIFICATION | | |
| Qualifications and Knowledge | | |
| Essential Level 2 education or equivalent demonstrable experience of working as or undertaking maintenance tasks  An understanding of the Health and Safety at Work Act  Ability to undertake on the job training to undertake a variety of maintenance works and safe use of tools and equipment Desirable Basic knowledge of electrical, mechanical and building services, plant and equipment found within a large NHS acute hospital | | |
| Experience | | |
| An understanding of undertaking a variety of maintenance works  An understanding of safe use of tools and equipment Desirable Experience of working within the NHS | | |
| Skills and Attributes | | |
| Methodical, self-motivated, mobile person committed to providing the highest quality of service  Be able to demonstrate tact and diplomacy when working with others  Welsh Language Skills are desirable levels 1 in understanding, speaking, reading, and writing in Welsh | | |
| Other | | |
| Ability to travel within geographical area and have a driving licence to drive health board vehicles (Cat C required).  Able to work hours flexibly and at times work outside normal hours.  Participate in the ‘On-Call’ rota as required to ensure services are constant | | |