CAJE REF CYM/Wales/2023/0036

APPROVED 20/12/2023







# JOB TITLE Senior Maintenance Assistant

# BAND Band 3

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| Job Summary | | |
| * The Senior Maintenance Assistant will be responsible for undertaking maintenance duties which may be reactive or planned or allocated directly from the system to ensure a safe and pleasant environment for patients, visitors, and staff. * Working autonomously to plan and prioritise own allocated tasks from either senior managers or the health boards electronic booking system referring to their manager as required. * Undertaking routine and non-routine tasks on mechanical, electrical, building & engineering repairs. * Undertake regular statutory compliance checks including electrical, boiler and water safety tests as directed and once fully trained ensuring safe use of appropriate equipment and tools to undertake inspections and resulting minor repairs * Supervise Apprentices or junior staff sharing knowledge, training and expertise within field of competence | | |
| Responsible to | | |
| Reporting: | Accountable: | Professionally: |
| Responsibilities and Duties | | |
| **Operational**  Plan and organise materials and working programme with other trades, to ensure minor maintenance tasks are completed as efficiently and promptly as possible, thereby minimising disruption to patient care.  Participate in an ‘on call’ rota as required by the Health Board to ensure that emergency repairs/situations and services have continuity  Ensure patient safety and correct PPE is worn at all times when undertaking works throughout vulnerable adults/children and patient areas.  Undertake routine inspections, maintenance, repair, installations and fault finding on a wide range of engineering plant, buildings and equipment. e.g. low pressure hot water systems, steam raising plant and equipment, ventilation air handling plant, hydro therapy pools, wheel chairs, industrial catering equipment, nurse call systems, thermostatic mixing valves including quarterly tests following guidance and health & safety regulations relevant to area of works and repairs etc. interpret operational manuals, establish best solution for problem  Ensure correct safety procedures e.g. ‘permit to work’ systems and PPE are adhered to when undertaking repairs that require working at heights, dust and dirt, sewerage or asbestos etc.  Undertake a range of duties within scope of competences appropriate to their role including but not limited to the;   * Removal, installation or repair works e.g. pipe/wiring work servicing, testing and fault finding and heating as well as minor repairs i.e. taps washers/wastes/unblocking drains, toilets, sluice masters etc. * Carpentry repairs, shelving, door frames or hinges as well as painting and remedial works etc. * Minor electrical repairs i.e. plug tops, lamp and tube changing, PAT testing of fire alarms, resetting fire panels, replacing faulty detectors, lamp cleaning etc. * Grounds maintenance of sites to ensure patient, visitor and the safety of staff. * Mechanical maintenance of sewerage plant is completed as per schedule including repairs to plaster work, wall and floor tiles, flat roofs, road, pathways, brickwork/blocking (small tasks), sewerage maintenance etc. * Boiler checks, dosing, evaporation checks and water monitoring. * Hot and cold-water temperature readings and record results on documentation and electronic systems to comply with Legionella legislation etc.   When working with power tools must record trigger time usage to comply with HAVS legislation and to comply with policy etc.  Prior to use complete maintenance checks of vehicles are complete and any identified faults are escalated as per policy and procedure.  Undertake cleaning of ventilation grills/duct work/plant and infection control cleaning of hospital sites to comply with Control of Infection policy and procedures.  Undertake Cat B asbestos works following training.  Carry mobile communication devices and tablets etc at all times to facilitate immediate response to emergencies and to receive and update work requests.  **Communication**  Attend meetings, internal and external training to maintain and develop skills to meet the needs of the service and comply with relevant specialist legislation.  Identify and escalate defects or remedial works including any health and safety issues whilst undertaking duties throughout sites.  Exchange routine and complex information with colleagues and external contacts regarding works and potential hazards etc  Promote and abide by the health boards core values at all time, and work as an ambassador promoting the good reputation of the department.  Ensure all tools, equipment and work areas are maintained, cleaned and are in good working order reporting any identified issues or faults.  Be prepared to undertake work in highly sensitive areas including mental health areas and follow correct protocols.  **Planning and Design**  Plan own and on occasions any assigned apprentice/junior staff/volunteers work from the allocation of works list from the senior manager/electronic works inventory system ensuring patient safety and statutory compliance are prioritised.  Ensure planned and preventative maintenance is undertaken as per schedule or adjusted to be able to respond to urgent requests which may be weekly or daily and escalate any defects or delays of work especially if they fall within patient areas.  **Management, Training & Leadership**  Support the induction of new starters / provide professional supervision within sphere of competencies, contribute to the training of apprentices, trainees, or volunteers  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**  The post holder will need to respond to urgent requests within clinical areas to undertake maintenance tasks which at times will be at short notice to ensure patient safety  **Finance and Budget**  Maintains and repairs Health Board properties and equipment in cost effective manner  Monitor stock levels and order/issue of stock and non-stock items  **Improvement, Monitoring, Policy/Service Development**  Follow policies and procedures as well as statutory and other relevant requirements particularly allied to Health and Safety at Work and sector legislation/guidelines  **Digital and Information**  Complete and update hard copy and electronic systems as required e.g. including time sheets, work logs, risk assessment and other statutory requirements etc.  Record consumables purchased for works are recorded and documented for audit purposes and all receipts forwarded as set out within the health board policies and processes protocol.  **Research Development. Evaluation & Audit**  Regularly undertakes a range of testing, from simple equipment through to engineering plant, e.g. air handling units.  Regularly audit stores audit ten ensure equipment/materials are available and confirm to minimum stock levels  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 Literacy and Numeracy L1 or equivalent  City & Guilds L3 (NVQ3) qualification or demonstrable knowledge and experience of a range of procedures for basic testing, repair in Building Services disciplines and estates and maintenance equivalent to a level 3 vocational qualification  Knowledge of the Health and Safety at Work Act  Knowledge of a range of procedures for Building and repair of Mechanical / Electrical equipment / Boiler Equipment Desirable Served a recognised apprenticeship in a trade or building multi-trades operations | | |
| Experience | | |
| Experience of working within multi trades Desirable Experience of working within the NHS  Experience of working on a wide range of mechanical, electrical and building services, plant and equipment maintenance environment e.g. work at heights, PAT testing, Boiler plant maintenance, water testing or macerators | | |
| Skills and Attributes | | |
| Good communication skills both written and verbal with ability to communicate at all levels to demonstrate tact and diplomacy  Ability to work as part of a team  Work unsupervised and be flexible to meet the needs of the service across sites within area of expertise  Ability to prioritise, plan and work to agreed deadlines, demonstrate organisational skills  Welsh Language Skills are desirable levels 1 in understanding, speaking, reading, and writing in Welsh | | |
| Other | | |
| Ability to travel within geographical area and have relevant driving licence to drive health board vehicles.  Able to work hours flexibly and at times work outside normal hours.  Participate in On-Call rota for areas of expertise as required to ensure services are constant | | |