

# TETBURY HOSPITAL TRUST LTD

## JOB DESCRIPTION

**Title:** Maintenance Officer

**Grade :**

**Responsible to:** Estates Lead

**Accountable to:** Chief Executive

**Liaises with:** All staff groups within Tetbury Trust, external sub-contractors, Health and Safety advisors, NHS organisations, members of the public

### **Job Summary:**

The post holder will be responsible for the day to day management of the Hospital premises and fixed assets

The post holder will carry out maintenance work as delegated, in an economic, efficient and safe manner, in accordance with legislation and agreed standards.

### **Principle Duties:**

- 1 To meet on a weekly basis with the Regulations and Estates Lead to discuss and prioritise work schedule.
- 2 To plan and organise work schedule in the most effective, efficient and economical manner to minimise unproductive time and travelling costs.
- 3 Plan and organise tasks, activities or programmes, react and re-organise activities to the needs and demands of the service. Ensuring minimum disruption and inconvenience to clinical/non clinical staff, patients and members of the public.
- 4 To work constructively with colleagues and external service-providers and maintain effective working relationships.
- 5 To carry out scheduled tests including fire alarm system, water systems, emergency lighting and air handling unit.
- 6 Undertake various seasonal work including road sweeping, leaf clearance and litter debris collection, emptying of surface water gullies and small silt traps, snow clearing and gritting.
- 7 Effective liaison with and overseeing of works by external contractors to ensure completion of anticipated work.
- 8 Be aware of the correct procedures when moving heavy equipment, manually, with the use of mechanical aids and cranes. Analyse and use judgement to determine the safest way of moving the object taking into account the conditions

of the environment, the safety of anyone in the vicinity and ensuring that the security of the premises is maintained remaining at the area until safe to leave.

- 9 Required to work at heights and in confined spaces.
- 10 Required to carry out some electrical duties including PAT testing and change light bulbs and light tubes.
- 11 Assess necessary repairs taking in to account safety aspects of carrying out work, as well as determining whether to carry out a temporary or full repair or whether an alternative solution needs to be found in consultation with Line Manager. Assess value of item to be repaired before ordering parts, if item is beyond economical repair seek approval to condemn.
- 12 Carry out any small plastering and painting jobs.
- 13 Interpret operational manuals, Manufacturers guidance and schematic diagrams when working on or with technical equipment.
- 14 Interpret environmental conditions and ensure health and safety and relevant legislation is adhered to. Seek assistance from line manager when appropriate.
- 15 Demonstrate and pass on knowledge to new or less experienced staff in work areas on an ongoing basis
- 16 Ensure that all necessary personal protective equipment provided by Tetbury Hospital is used, as appropriate, before undertaking any task.
- 17 To act as link with medical gas suppliers responsible for the ordering of medical gasses, taking safe delivery of cylinders, their storage and return.
- 18 To provide portering services (delivery and collection equipment / patient records / specimens and samples using the hospital van) when required, and as agreed by your line manager to cover planned and unplanned leave.
- 19 To carry out checks to Trust vehicle i.e. tyres, water, body, wipers etc. Log any faults on daily log sheet as well as all mileage readings for any journeys made. If any fault is warranted serious enough to contravene the M.O.T. certificate or render the vehicle un-roadworthy report to Supervisor. Refuel as and when required.
- 20 Ensure all Health and Safety legislation is adhered to.

### **Confidentiality**

As an employee you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Tetbury Hospital Trust

Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

### **Health & Safety**

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors,

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training

### **Quality Assurance**

As an employee of the Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

### **Equal Opportunities**

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.

### **Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse affect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

### **General Notes**

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the role specification will be reviewed on a regular basis. Changes will be subject to consultation with the postholder.

### **Safeguarding**

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures

### **Development**

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular 1:1s and appraisals with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

### **NHS Constitution**

As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are

entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

**Criminal Records**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

## PERSON SPECIFICATION

*This document describes the qualities required for a post-holder that are not captured by the JD.*

<b>SPECIFICATION</b>	<b>DESCRIPTION</b>
<p><b>Qualifications</b> <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i></p>	<ul style="list-style-type: none"> <li>• Good Basic Education,</li> </ul>
<p><b>Experience/Skills</b> <i>(Type and level of experience required to fulfil duties)</i></p>	<ul style="list-style-type: none"> <li>• Demonstrate experience of estate management.</li> <li>• Be committed to safe, high quality maintenance service</li> <li>• Knowledge of Health and Safety at Work, manual handling, COSHH regulations, risk assessments</li> </ul>
<p><b>Communication Skills</b> <i>(Indication type of communication and audience. e.g. face-to-face with patients, presentations to colleagues, etc.)</i></p>	<ul style="list-style-type: none"> <li>• To be confident and efficient when dealing with outside contractors, hospital employees, medical personnel and patients.</li> <li>• Provide accurate information relating to maintenance issues for all departments across the whole hospital site in a timely manner.</li> <li>• Demonstrate a professional telephone manner for dealing with maintenance queries and liaising with maintenance professionals both internal and external to the Trust.</li> <li>• Exert excellent interpersonal skills for dealing with people internal and external to the Trust.</li> <li>• Ensure patient confidentiality at all times.</li> </ul>
<p><b>Flexibility</b> <i>(Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</i></p>	<ul style="list-style-type: none"> <li>• To cover planned and unplanned leave of the designated hospital porter when required</li> <li>• Ability to work on occasion when the hospital is closed, for example, to paint parking spaces within the hospital car park</li> </ul>
<p><b>Other</b> <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i></p>	<ul style="list-style-type: none"> <li>• Ability to use resources effectively to ensure that services are provided efficiently.</li> <li>• Demonstrate ability to work on own initiative</li> <li>• Demonstrate ability to ensure that maintenance services provided are effective and safe</li> <li>• Identify service priorities, implement action plans and review effectiveness of actions</li> <li>• Demonstrates effective time management skills and plans workload effectively.</li> <li>• Able to problem solve and work to deadlines.</li> </ul>

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification

	Name	Signature	Date
Post Holder			

	Name	Signature	Date
Line Manager			