

## **JOB DESCRIPTION**

**POST:** Maintenance Technician

**BASE:** Ellern Mede

**ACCOUNTABLE TO:** Centre Manager

### **ELLERN MEDE RIDGEWAY**

Eating Disorders are extraordinarily complex illnesses that present with abnormalities in physical and psychological functioning. The physical complications have the potential to cause permanent damage and in some cases are life threatening. The causes are complex and multi-factorial, including genetic, neuro-developmental and environmental influences. They require a comprehensive treatment programme including medical, psychiatric, psychological, social and educational interventions.

Ellern Mede offers two treatment programmes, a Recovery Unit and a High Dependency Unit (HDU). We aim to stabilise patients' physical and psychological states as rapidly as possible for transfer to step down service. The HDU admits patients whose illness requires more intense levels of clinical involvement and nursing. The service is able to admit patients requiring treatment under mental health legislation. The aims of the services are to improve the patients' health and dependency needs sufficiently for transfer to a regular eating disorder unit or to the community.

### **MAIN PURPOSE OF ROLE:**

1. To provide safe, secure and functional hospital environment
2. To provide an effective maintenance service across the hospital which is customer focussed, legislatively compliant and supports the Company's vision of providing high quality standards of service.
3. To achieve compliance with all relevant policies, procedures, legislation and regulations particularly those associated with Health and Safety, COSHH and Planned Preventative Maintenance.

### **Key Result Areas:**

#### Planned Maintenance:

1. Perform routine preventative maintenance to ensure that the service continues to run smoothly, building and systems operate efficiently and the physical condition of buildings does not deteriorate.
2. To ensure that an annual comprehensive preventative planned maintenance programme is in place and actions are carried out in accordance.
3. To ensure accurate and easily accessible records are kept of all PPM undertaken. Such records should be available to share with all appropriate authorities such as HSE (Health & Safety Executive), CQC, EHO Environment agency etc.

### Management of External Contractors:

4. To identify suitable specialist approved contractors and obtain quotes (e.g. lifts), ensure contractors questionnaire, safety permit to work and health and safety handbook are utilised. Verify that work output complies with agreed requirements and quality standards.
5. Manage, supervise, oversee and verify the work of sub-contractors employed to carry out maintenance work at the Centre to ensure the quality of work and value for money.
6. To ensure accurate and easily accessible records are kept of all work undertaken by external contractors. To be available to share all such information with all appropriate authorities such as HSE (Health & Safety Executive), CQC, EHO Environment agency etc.

### Day to Day Maintenance:

7. To monitor delivery of the maintenance services, ensuring that requests are dealt with speedily, particularly in situations where there may be a risk to patients, staff or anyone using the building.
8. To resolve immediate maintenance problems by directly utilising basic trade skills and available resources.
9. Test fire alarm systems, call points, fire exits, door retaining devices, fire emergency lights and log the results weekly or periodically as required. To ensure accurate and easily accessible records are kept of all tests undertaken. Such records should be readily available to all appropriate authorities such as HSE (Health & Safety Executive), CQC, EHO Environment agency etc.
10. Ensure all ventilation units and lights are kept in working order and replace any defective lights, units.
11. Test all portable electrical appliances as specified by PAT requirements. To ensure accurate and easily accessible records are kept of all PAT tests undertaken. Such records should be readily available to all appropriate authorities such as HSE (Health & Safety Executive), CQC, EHO Environment agency etc.
12. Test and record water temperatures and samples for infection as required legislation. To ensure accurate and easily accessible records are kept of all tests undertaken. Such records should be readily available to all appropriate authorities such as HSE (Health & Safety Executive), CQC, EHO Environment agency etc.
13. Maintain a "maintenance log" in which defects are recorded by all staff members, use this book to effect repairs and replacements daily.
14. Repair and management of all building security, facilities and features required for safe and efficient services to proceed including; CCTV, alarms, electronic door access control, lifts, boilers, heating, utilities, electrics, plumbing, carpentry, decoration etc. To ensure all manufacturers recommended service schedules are adhered to (when agreed and appropriate) and appropriate records are demanded and are easily accessible. Such records should be readily available to all appropriate authorities such as HSE (Health & Safety Executive), CQC, EHO Environment agency etc.
15. Assist and supervise deliveries to Centre and monitor / check delivered good and services closely
16. Conduct cleaning and maintenance of buildings (including windows), sheds, car parks, drives and garden only employing external skilled craft persons on an exceptional basis in liaison with the Centre Manager. To ensure accurate and easily accessible records are kept of all cleaning and maintenance undertaken.

Such records should be readily available to all appropriate authorities such as HSE (Health & Safety Executive), CQC, EHO Environment agency etc.

17. Where a fault cannot be rectified, provide details of the fault to the Centre Manager/person in charge as soon as possible so that services are not disrupted for lengthy periods and appropriate instructions can be given regarding action to take.
18. To painting, clear, provide manual labour as required what does this mean?
19. To assist and become involved in computers, communications, CCTV, access control, drainage, security, and all other environmental and technical areas throughout the hospital
20. To store equipment and tools safely securely tidily and in an organised manner and ensure that stock is controlled effectively
21. To source and order supplies and equipment upon the agreement of the Centre Manager and also by providing quotations in advance.
22. Driving duties in line with the requirements of the service, including patient transportation.
23. Vehicle safety checks prior to Hospital use including tyres, water, oil etc and ensuring the vehicle is clean and in good order. To ensure accurate and easily accessible records are kept of all Vehicle safety checks tests undertaken. Such records should be readily available to all appropriate authorities such as HSE (Health & Safety Executive), CQC, EHO Environment agency etc.
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#### Communications

25. Liaise with Centre Manager, delegated staff members (including the person in charge) and contractors regarding maintenance works to be carried out.
26. Participate in staff meetings as required. One members of the estates team must attend bi weekly COMS meetings

#### Emergency Coverage:

27. To ensure that maintenance coverage is provided for emergencies at the location specified including weekends/nights/bank holidays.
28. The job holder is expected to be available for callout/ advice outside their contracted hours in liaison with the Centre Manager or person in charge.

#### Training & Development

29. Ensure that as an individual MLC compliance is ALWAYS maintained at 100%
30. Attend mandatory training days and courses on or off site as and when required.
31. Maintain professional knowledge and competence to ensure all legislation requirements are met.

#### Health & Safety:

32. To ensure that all equipment and services within the Centre meets all regulatory requirements. To ensure accurate and easily accessible records are kept of all equipment servicing. Such records should be readily available to all appropriate authorities such as HSE (Health & Safety Executive), CQC, EHO Environment agency etc.
33. Ensure all chemicals are used and stored in accordance with manufacturers instructions and COSHH guidelines. Ensure risk assessment are carried out correctly using the Citation risk assessment system and in accordance with the agrees schedules (normally annul reviews)
34. Ensure safety of the environment in relation to patients, visitors and staff members.
35. Report any accidents or untoward incidents to the Centre Manager/ person in charge as soon as practically possible. And records such incidents on the Ellern Mede incident management system (EMIMS)
36. Ensure that you fully understand and implement the Centres' policies including but not limited to Health & Safety Policy, Infection Control Policy and Fire Procedures. To contribute to the hospital Health & Safety committee either as an attendee (one member of estates must attend) or with any concerns that they have been made aware of
37. To adhere to security procedures at all times and to report any possible or actual breaches of security to the person in charge.
38. To assess and manage the risks involved within the context of the scope of the job and to ensure that work is performed safely. To ensure accurate and easily accessible records are kept of all risk assessments. Such records should be readily available to all appropriate authorities such as HSE (Health & Safety Executive), CQC, EHO Environment agency etc.
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**This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied, subject to the needs of the service and in keeping with the general profile of the post.**

I understand and agree to work to the job description as contained within this document:

Print

Name \_\_\_\_\_

Sign \_\_\_\_\_

Date

## Person Specification

Experience	Essential	Desirable
Proven experience in a similar role	*	
<b>Qualifications</b>		
Trade qualification (Carpentry, Plumbing or Electrical)	*	
<b>Skills &amp; Abilities</b>		
Ability to work as part of a team	*	
Ability to relate appropriately to others	*	
Ability to exercise initiative	*	
Willingness to attend training and update professional knowledge	*	
Good communication skills	*	
<b>Knowledge</b>		
Health & Safety regulations	*	
Fire regulations	*	
<b>Any other requirements</b>		
Willingness to work flexibly and out of hours	*	
Gardening Skills		*
Clean driving licence/ use of car	*	

This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future. All staff have a responsibility to participate in and contribute to their own development and the development of any staff that they are responsible for appraising.