

JOB DESCRIPTION

JOB OVERVIEW

JOB TITLE	Maintenance Technician
DEPARTMENT	Estates and Facilities
LOCATION	Myland Hall, Colchester
REPORTS TO	Head of Estates and Facilities

KEY WORKING RELATIONSHIPS

- | | |
|---|--|
| <ul style="list-style-type: none"> • Estates & Facilities Team • Staff of the Education Team • Visitors and users of the Learning & Development Centre | <ul style="list-style-type: none"> • Nursing staff and Inpatient patients/visitors • Colleagues within all directorates of St. Helena. |
|---|--|

KEY PRIORITIES

- To ensure that St Helena grounds, buildings and equipment are maintained properly and safely to agreed standards through a range of general maintenance.
- To ensure that the Learning & Development Centre and research centre is prepared (i.e. room settings) for users and students to the centre on a daily basis.
- To assist in the provision of an efficient maintenance and portering service to St Helena, ensuring the security of the buildings and safety of patients, staff and visitors at all times.

DUTIES & RESPONSIBILITIES

- To be responsible for undertaking and supervising a range of general internal/external maintenance of St Helena premises and grounds.
- To be responsible for undertaking and supervising the internal and external decoration of St Helena premises.
- To be responsible for the scheduled maintenance of all plant and equipment at St Helena premises.
- To be responsible for the training and supervision of the Maintenance Assistant and or apprentice.
- To be responsible for the supervision and work planning for maintenance volunteers.
- Ensure that all visiting Service Contractors are aware of the hospice environment, are escorted on and off the premises, and relevant Managers are informed of engineers working in their location.
- To carry out minor repairs to heating and ventilation plant, clinical and kitchen equipment/machinery as necessary.
- To participate in the out of hours maintenance on call rota for St Helena premises and in the out of hours delivery of emergency medical equipment.
- To be responsible for carrying out the weekly testing of the St Helena fire alarm system, and Liaise with the appropriate authorities in respect of fire and environmental regulations, complete relevant risk assessments and oversee relevant actions and outcomes
- Responsible for carrying out regular maintenance checks of fire alarms, smoke detectors and fire equipment in all St Helena sites, including regular alarm tests
- Work with the Head of Estates and Facilities, to ensure that evacuation tests are carried out effectively on a regular basis
- Maintain accurate records for inspection by the Essex Fire Officer and/or appropriate St Helena manager. Report any faults in to the Head of Estates and Facilities.

- In accordance with Health and Safety requirements ensure that your equipment and working areas are safe places to work
- To carry out Portable Appliance Testing as necessary.
- To assist in maintaining the gardens to a high standard.
- To be familiar with the medical gases used at St Helena, checking stock and changing cylinders when required and be aware of safe use of medical gases.
- To carry out weekly, monthly and quarterly checks of St Helena services, equipment and vehicles as detailed in Maintenance schedules.
- To participate in security checks and locking of building rota when required.
- To work extra hours when required to cover holidays/sickness within the Facilities teams.
- When required to act as porter, e.g. taking blood specimens etc to the Ipswich Hospital, collecting blood, transporting patients and delivering or collecting goods as required.
- When required, to prepare rooms for meetings, put out rubbish, soiled linen for collection by laundry, store clean linen in linen room, place contaminated waste bags in contaminated waste container ready for collection.
- To ensure that all St Helena vehicles are clean and maintained as per Maintenance schedules.
- To work with and organise corporate volunteer groups.
- To carry out any other duties reasonably requested by Estate and Facilities Manager

GENERAL - Applicable to all roles at St Helena

1. All of the above activities are governed by the operational policies, Standing Financial Instructions, policies and procedures and standards of St Helena as well as legislation and professional standards and guidelines.
2. All employees must comply with St Helena's Equal Opportunity Policy and must not discriminate on the grounds of sex, colour, race, ethnic, or national origins, marital status, age, disability, sexual orientation or religious belief.
3. Employees have a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by St Helena. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.
4. All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
5. St Helena is a smoke free organisation. Smoking is not allowed in any St Helena premises. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line.

PERSONAL DEVELOPMENT

Be aware of own development needs and take appropriate action.

Keep updated of evidence based practice and government policies related to care.

Act as an effective role model at all times.

PROFESSIONAL DUTIES

To maintain personal professional status, ensuring that the requirements laid down by the relevant professional body for registration are compliant.

Exercise professional accountability as guided by the relevant professional body and maintained in accordance with the policies of the department and St Helena.

ANNUAL APPRAISAL

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

TRAINING

All staff will undertake such training as is necessary to perform the duties allocated and any mandatory requirements of St Helena. This will include mandatory training in line with your job role

QUALITY

St Helena aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under GDPR.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

All St Helena employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to St Helena safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

VALUES AND BEHAVIOURS

St Helena's core values and behaviours will be embedded in our recruitment, training and development review and decision making process

Value	Behaviour
Respect	Always considering others
Working together	Finding strength in teamwork
Being passionate about hospice care	Caring in all that we do and provide
Showing appreciation for all	A thank you matters
Valuing conversation	Taking the time to be excellent communicators

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs and after consultation with the post holder.

PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent, alternatively have proven work experience with transferable skills • NVQ or similar in building maintenance or qualified through significant recent practical experience. 	<ul style="list-style-type: none"> • City and Guilds • NEBOSH Diploma or Occupational Health & Safety qualification
Experience	<ul style="list-style-type: none"> • Working on own initiative • Experience of a range of general maintenance, both internal and external • Working with contractors • Proven DIY Skills (painting/decoration/repairs/woodwork) • Health & Safety awareness – security and safety conscious • Building security 	<ul style="list-style-type: none"> • Experience of working within patient environment.
Skills & Knowledge	<ul style="list-style-type: none"> • Working knowledge of general maintenance relating to buildings, mechanical and electrical services, decoration, plumbing and gardening. • Health and Safety. • Pro-active and systematic approach to problem solving. • Ability to prioritise • Good IT Skills • At all times present a positive and professional image of St Helena to all stakeholders and service users. 	
Communication	<ul style="list-style-type: none"> • Excellent interpersonal, communication and social skills 	
Qualities	<ul style="list-style-type: none"> • Able to work without supervision. • Team leader and player. • Ability to work under pressure. • Flexible approach to working hours. • Attention to detail • Clean driving licence 	<ul style="list-style-type: none"> • Able to reach the premises in 30 minutes by car(for on call attendance)

	SIGNED	PRINT NAME	DATE
EMPLOYEE			
EMPLOYER			