

HOLY CROSS HOSPITAL

JOB DESCRIPTION AND CANDIDATE PROFILE

Job title:	Maintenance Officer
Responsible to:	General Manager
Accountable to:	Chief executive
Key working relationships:	Director Of Clinical Services Ward Sisters Caretakers Senior Housekeeper

1. OVERALL OBJECTIVE OF JOB ROLE

To undertake routine and non-routine tasks over the full range of maintenance at the hospital, including buildings, plant, equipment and grounds ensuring that the environment generally is attractive, comfortable and efficient in operation. The Maintenance Department's work in this way makes a major contribution to delivering the best possible care for all those admitted to the hospital.

SCOPE

The responsibilities of the job encompass all the buildings and the grounds at Holy Cross. The buildings comprise the following:

- Hospital of 40 beds, Physiotherapy Centre and ancillary accommodation
- Staff Accommodation and ground floor facilities
- St Joseph's Convent (some staff separately employed and managed)
- Marie Therese House providing accommodation for frail elderly Sisters (some staff separately employed and managed)
- The Church
- Shottermill Hall including Conference rooms on ground floor and residential accommodation elsewhere.
- St Hugh's
- 2 Vicarage Lane
- Maintenance Workshop, Stand-by generator and plant rooms housing gas-fired boilers serving different areas of building.
- There are also several vehicles including minibuses for wheelchair users, a car and a tractor.

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2. MAIN DUTIES AND RESPONSIBILITIES

	Reference
To take an active role in planning, monitoring and maintaining the hospitals Planned Preventative Maintenance system, ensuring that good records are kept of completed tasks.	Maintenance Policy
To ensure all new equipment is checked and PAT tested Prior to use (excluding medical devices)	Maintenance Policy Electrical Safety Policy
To work with the Housekeeping team in maintaining a clean and well maintained environment assisting with Non-Routine cleaning and carrying out routine redecoration and renovation duties.	Housekeeping policy Maintenance Policy
To maintain a programme of routine work in building, plant, equipment and grounds maintenance, waste disposal and any other tasks required on a regular basis. (see Appendix 1)	Waste disposal Policy Maintenance Policy
To attend any repair work in a timely manner alternatively seeking General Manager approval for contractors to carry out repairs when necessary.	Maintenance Policy Control of Contractors Policy
To act as point of contact for Contractors working on site	Maintenance Policy Control of Contractors Policy
To ensure the safety of stored and delivered water within the hospital with regard to both Safe Temperatures and Legionella precautions	Water Safety policy
To ensure that required stock levels of particular critical stock items are held and maintain well organized, secure and tidy stock areas <ul style="list-style-type: none"> • Rock salt 	Supplies ordering and stores Policy Safe use of oxygen policy

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<ul style="list-style-type: none"> • Lighting items • Batteries • Oxygen • Substances for cleaning • Chemicals for use in the pool 	Dangerous Substances policy
To maintain and report on inventory of hospital property kept in and used by the maintenance department	Accounts Policy
To ensure that an up to date and comprehensive knowledge all plant and equipment is maintained by being familiar with Operating Manuals and maintaining good relationships with Contractors	Maintenance Policy
To ensure the safe running of the Hydrotherapy Pool and to carry out routine maintenance and testing procedures	Hydrotherapy Maintenance Policy
To be on-call to keep the drive open in adverse weather conditions, taking responsibility for checking weather forecasts	Winter weather policy
To provide an on-call service outside normal working hours and to exercise sound judgment in dealing with matters arising, including notifying senior staff when necessary.	Maintenance Policy
To carry out all work in accordance with the Health and Safety Policy and safety procedures and to do everything possible to promote safety in the hospital at all times.	Maintenance Policy Health and safety policy
To advise the General Manager of any training requirements and not to proceed with work for which no instruction has been given.	Maintenance Policy
To maintain a clean and presentable personal appearance at all times so as to give confidence to patients and visitors that high standards are	Personal Appearance statement in Staff Handbook

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maintained. To deal courteously with staff, patients and visitors at all times.	
To take proper care of all hospital property including tools, stock and premises and to advise the General Manager of any causes for concern about security.	Maintenance Policy Security Policy
To drive vehicles as required and to carry out all routine vehicle user checks and maintenance tasks including cleaning.	Transport Policy Maintenance Policy Winter weather Policy
To carry out the hospital fire procedure and to understand the use of extinguishers.	Fire Policy
To take an active role in the prevention and control of infection	Infection Prevention policy

Risk Assessment

The post holder will be exposed to general and specific hazards associated with her/his duties. The associated risks are assessed as follows:

Hazard	Control Measures	Risk Rating*
Slips trips and falls	Wear appropriate shoes. Do not run.	1 x 3
Musculo-skeletal disorder arising from use of equipment or from manual handling.	Observe results of Work Equipment risk assessments. Do not work with equipment or undertake any lifting unless trained. Take sensible rest periods e.g. when using display screen equipment.	3 x 2
Falls from height	Observe results of relevant risk assessments	1 x 5
COSHH – contact with hazardous materials such as body fluids and chemicals	Observe results of relevant risk assessments. Use of gloves and other protective clothing when necessary.	3 x 2
Fire	Observe hospital fire procedures	1 x 5
Accident with vehicle	Adherence to good driving practice and care when a pedestrian in the grounds	3 x 3

(Score Likelihood x severity out of 5)

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This job description has been agreed between the post holder and the person to whom he/she is accountable.

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Post holder

.....
Print name

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Date

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Director of Clinical Services

.....
Print name

.....
Date

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PERSON SPECIFICATION AND COMPETENCY PROFILE

Maintenance Officer

Qualifications and Knowledge Required	
<i>Essential Requirements</i>	<i>Desirable Requirements</i>
Competence in numeracy and literacy equivalent to GCSE standard.	<ul style="list-style-type: none">• Pool Plant Operators Qualification• Legionella Awareness qualification• Asbestos awareness Qualification• PAT testing qualification• Working safely at heights• Fire awareness
Have a clean driving licence and be competent to carry out routine vehicle safety checks	

Skills and Experience Required	
<i>Essential Requirements</i>	<i>Desirable Requirements</i>
<ul style="list-style-type: none">• Basic Knowledge of heating, lighting and ventilation systems to enable simple diagnostics to be carried out• Ability to carry out simple renovation tasks such as painting• Ability to carry out routine remedial work (putting up shelves etc)	<ul style="list-style-type: none">• Ability to carry out simple plumbing duties• Painting and decorating abilities•

Key Competency Areas
Ability to undertake routine maintenance and repair work unsupervised as directed.
Ability to use relevant tools and equipment and ensure their safety and security.
Able to demonstrate a knowledge of workshop safety practices and willingness to accept training in all aspects of job including health and safety

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Ability to communicate effectively with colleagues, service users and visitors and to maintain courteous behaviour at all times.

The person appointed must be in good general health and free from back injury or respiratory problems. Employees are not permitted to smoke within hospital buildings or grounds nor in the course of normal duties.

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Appendix 1 Routine Maintenance Tasks

Note: This list is for guidance only and is subject to variation as needs change.

- a. "Manager" responsibility for Workshop, Generator House, Electrical Intake, Electrical Services rooms, lift motor rooms, electrical cupboards, riser cupboards, Boiler and plant rooms, roof spaces. The Maintenance Officers are required to maintain these areas in a clean and tidy condition at all times, to report to the General Manager on the need for repairs or maintenance beyond the scope of normal day-to-day requirements, and to carry out and report on twice yearly inspections.
- b. Weekly "user" checks and maintenance of vehicles
- c. Quarterly boiler room tasks (change duty pumps, check air pressures, check operation of valves and cocks, check for leaks.
- d. Monthly meter reading and plant room condition check
- e. Daily pool water checking and maintenance in conjunction with Caretakers
- f. Annual change of digital locks number
- g. Quarterly check on free running of drains
- h. Annual service of Velux windows and Blinds in Living Room
- i. Annual whole site asbestos condition check and report
- j. Six-monthly whole site cleaning of extract fans (tbc)
- k. Fire Alarm checks
- l. Nurse Call checks
- m. Water feature maintenance
- n. External Signage maintenance and cleaning
- o. Quarterly descale of shower heads and water boiler faucets

Highlighted sections added by CH and not discussed with post holders.