

Job Description

Post Title: Maintenance Assistant	Post Reference:	
<p>Summary of the Role: Assist/Support craft persons in carrying out planned preventative and breakdown maintenance of plant, equipment and associated services situated in all areas and departments as directed by QE Facilities engineers or supervisory staff. Carry out work of a semi-skilled nature without supervision and undertake labouring and cleaning duties as required, under extreme conditions this shall include snow clearing and gritting.</p>		<p>Reports to: Workforce Manager Estates Officers</p> <hr/> <p>Base / Location: Darlington Memorial Hospital, Hollyhurst Rd, Darlington, DL3 6HX</p>
Key Responsibilities	Working Relationships & Contacts	
<p>This post will require the post holder to participate in the sites shift rota system where there may be minimal supervision, covering all the properties maintained by Synchronicity Care Ltd. (SCL)</p> <p>This post will require post holder to take part in an on-call rota system where there may be minimal supervision, covering all properties maintained by SCL outside of normal working hours.</p> <p>Assist with/undertake the maintenance of plant, equipment and associated services at the request of engineering officers and or maintenance supervisor.</p> <p>Carry out planned preventative maintenance inspection and testing in accordance with company & customer procedures and manufacturers specifications.</p> <p>Actively participate in the operation of the SCL helpdesk, including the timely completion of work instructions via a PDA (handheld computer) this includes job sheets with a Tradesman's report detailing time taken and materials used for costing purposes.</p> <p>Carry SCL communication devices, two-way radios or mobile phones to enable post holder to be contacted by supervisor.</p> <p>Complete reports and test sheets when required.</p>	<ul style="list-style-type: none"> • Mechanical & Electrical Engineers • Building Officers • All Maintenance Craftsperson's • External Contractors • Customers/Clients 	

<p>The Post holder shall be occasionally required to work overtime, possibly with minimal notice, to carry out works in places not available during normal hours in order to ensure operational activities are maintained.</p> <p>Responsible for reporting to supervisor any faults or misuse of equipment.</p>	
<p>Job Dimensions: (Problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)</p>	<p>Performance Measures and KPIs</p>
<ul style="list-style-type: none"> • Able to work independently and on own initiative to manage workload • Able to provide, receive and interpret routine/technical information • Able to work in adverse environmental conditions (i.e. ducts, restricted spaces, boiler house, inclement weather, etc) • Able to work with discretion/ in a sensitive manner in and around patient situations. 	<ul style="list-style-type: none"> • Communication skills • KPIs



Person Specification: (Please state Essential (E) or Desirable (D))		
<p>Knowledge & Skills:</p> <ul style="list-style-type: none"> • Awareness of engineering technology • Knowledge of workshop safety practices • Knowledge of Health & Safety procedures • Ability to organise own workload • Must be able to work in a sensitive manner • Customer services skills 	<p>Experience</p> <ul style="list-style-type: none"> • Use of mechanical and hand tools • Working in a hospital environment • Team working 	<p>Qualifications</p> <ul style="list-style-type: none"> • Good level of general education • Engineering and/or Building based qualifications/competencies • Current UK driving licence (E)

Core Behaviours	Team player Ability to organise own workload on occasions. Able to work in sensitive manner in and around patient environments (e.g. mental health units). Patient/ Customer service focused
Leadership Behaviours	Not applicable