

### Job Description: Electrical Craftsperson

Post Title: Electrical Craftsperson	Post Reference:	
<p><b>Summary of the Role &amp; key responsibilities:</b>            Planned Preventative Maintenance (PPM) and breakdown maintenance to all aspects of electrical/mechanical plant &amp; distribution systems.            Testing and fault finding on a wide range of electrical engineering plant and equipment, including but not restricted to Electrical Distribution, Lighting, Fire Detection, Standby Generators &amp; Nurse Call Systems.            Carry out minor installation and improvement works, and other maintenance activities at the request of the engineering supervisor.</p> <p>On occasion will be expected to carry out minor mechanical/building work, in connection with their main duties at the discretion of the supervising officer, which, under extreme conditions shall include gritting and snow clearing.</p> <p>All work must be carried out in compliance with SCL safety standards and all national legislation The post holder must be fully aware of their health &amp; safety responsibilities relating to their work and possess sufficient technical knowledge to avoid any danger to themselves, colleagues, hospital staff, patients and members of the public.</p> <p>Must be able to provide training to non-technical staff to enable the safe use of complex hospital equipment &amp; participate in training apprentices as and when required.</p> <p>The post holder:</p> <p>Take part in the sites shift rota system &amp; on-call rota system where there may be minimal supervision, across all of Synchronicity Care Ltd. (SCL) contracted sites outside of normal working hours.</p> <p>Complete work dockets via a PDA (handheld computer) in a timely matter this includes job sheets with a Tradesman's report detailing time taken and materials used for costing purposes.</p> <p>Shall occasionally be required to work overtime, possibly with minimal notice, to carry out works in places not available during normal hours to ensure operational activities are maintained.</p>		<p><b>Reports to:</b> Estates Officers</p> <p>Operationally day to day – Estates Workforce Manager</p> <p><b>Base / Location:</b> Darlington Memorial Hospital, Hollyhurst Road, Darlington DL3 6HX</p> <p><b>Working relationships &amp; contacts</b></p> <ul style="list-style-type: none"> <li>• Electrical &amp; Mechanical Engineers</li> <li>• Building Officers</li> <li>• All Maintenance Craftsperson's</li> <li>• External Contractors</li> <li>• Customers/Clients</li> </ul>

<p>Carry business / QEF communication devices pagers, two-way radios or mobile phones to enable post holder to be contacted by supervisor.</p> <p>Responsible for reporting to supervisor any faults or misuse of equipment.</p> <p>Training will be provided for trade related courses and specialist systems this can either be off-site or on-site examples such as “electrical CP, 2391 Inspection &amp; testing &amp; Sterilizers”.</p> <p>Further education can be provided for suitable candidates who want to progress.</p>	
<p><b>Job Dimensions:</b>  <b>(problem solving, decision making, impact, resource management including value, working environment, responsible for staff &amp; equipment)</b></p> <ul style="list-style-type: none"> <li>• Able to work independently and on own initiative to manage workload</li> <li>• Able to provide, receive and interpret routine/technical information</li> <li>• Able to work in adverse environmental conditions (i.e. ducts, restricted spaces, boiler house, inclement weather, etc.)</li> <li>• Demonstrate high degree of cross trade flexibility, including building maintenance</li> <li>• Able to work with discretion/ in a sensitive manner in and around patient situations</li> </ul>	<p><b>Performance Measures and KPIs</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• KPIs</li> </ul>

<b>Person Specification:</b> <b>(Please state Essential (E) or Desirable (D))</b>		
<p><b>Knowledge &amp; Skills:</b></p> <ul style="list-style-type: none"> <li>• Must be able to work and act on his/her own initiative with no supervision (E)</li> <li>• Possess the ability to work and communicate effectively in a pleasant manner with all other staff across SCL contracted sites (E)</li> <li>• Be aware of Health &amp; Safety responsibilities</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Must have completed a suitable Electrical Apprenticeship (E)</li> <li>• Maintenance experience in hospitals or a similar environment (D)</li> <li>• Good customer services and customer interaction (E)</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• City &amp; Guilds craft Certificates electrical or NVQ Level 3 in engineering maintenance (E)</li> <li>• Electrical and/or Mechanical BTec ONC or relevant experience (E)</li> <li>• Current UK driving licence (E)</li> <li>• 18<sup>th</sup> edition IEE regulations (E)</li> </ul>

<ul style="list-style-type: none"> <li>relating to their work – previous training (E) Be able to provide and receive routine and technical information from colleagues and non-technical staff to enable safe use of complex hospital equipment (E).</li> </ul>		
<p><b>Core Behaviours</b></p>	<p>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</p>	
<p><b>Leadership Behaviours</b></p>	<p>Shows initiative Manages and plans work Delivers and to required standards</p>	