



# Candidate information

## Building Technician



## Job Description

Post Title: Building Technician	Post Reference:	
<p><b>Summary of the Role:</b>            Delivering service in all areas of building and fabric maintenance, compliance and reactive works. The role requires an in depth knowledge of building fabric and this will be underpinned by a qualification in a discipline within this area (i.e. Carpentry). Requires an in-depth understanding and knowledge of compliance with the ability to be able to implement 2gether Support Solutions safety standards and procedures, taking all safety measures to prevent danger, avoid injury and prevent damage to the equipment.            This role will mainly work autonomous and unsupervised and while processes and procedures are in place to follow, there is a requirement to make technical decisions based on skill, knowledge and training.            The role is varied by nature, with tasks ranging from minor repairs through to replacement or major repairs being undertaken.            There is also a requirement to work within a shift and on call rota as the service is provided on a 24/7 basis.            As the role will be requires to work at other sites, the individual must be able to drive and hold a full valid driving licence.</p>		<p><b>Reports to:</b>            Building Manager</p> <p><b>Base / Location:</b>            Predominantly site based with the requirement to travel and work at other sites.</p>
<p><b>Key Responsibilities</b></p> <p><u>Operational responsibilities</u></p> <ul style="list-style-type: none"> <li>• Deputises for the Building team leader in their absence</li> <li>• To work in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment.</li> <li>• To actively participate in the operation and control of Building planned maintenance schemes.</li> <li>• Work overtime to carry out emergency repairs as required by management.</li> <li>• Ensure patient needs are prioritised to benefit and enhance their experience at all times.</li> <li>• Actively participate in the operation of the Technical Solutions CAFM system, including identifying own jobs as being in progress, closing down jobs adding comments plus time taken</li> </ul>		<p><b>Working Relationships &amp; Contacts</b></p> <p>Internal :</p> <ul style="list-style-type: none"> <li>▪ Work as a member of the Technical Solutions team to ensure a high quality service is provided which will include liaison with both technical and administrative staff. Ability to clearly communicate with management team.</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>▪ Liaison with external contractors</li> </ul>

and notifying Team Leader of work that cannot be completed due to shortage of parts etc. Therefore must be confident with technology.

- At all times to carry 2Gether Support Solutions communication devices to facilitate immediate response to emergencies

#### Maintenance Responsibilities

- Undertake essential repair works and general maintenance activities at the request of the Team Leader/Manager.
- To liaise with Team Leader/Manager regarding building failures and to request the supply of goods and/or services as the requirement arises.
- Carry out planned preventative maintenance inspections in accordance with 2Gether procedures.
- Complete all report sheets and test certificates as necessary.
- To follow planned maintenance schedules.
- Wall and Floor tiling repairs / works of various specifications.
- To carry out roofing repairs.
- Carry out tarmac repairs to roads and footpaths.
- To maintain all fire doors and systems in line with statutory and HTM regulations and guidance.
- To interpret and work from all instructions, drawings and specifications appropriate to the Trade, without supervision.
- Setting out new work as appropriate to the joinery trade using relevant machinery without supervision.
- Carry out refurbishment and repairs to all types of furniture.
- Undertake the necessary inspection and repair of fire precaution works as required to maintain the building integrity as required and to report any defects.
- Carry out repairs/refurbishments to Doors, Windows and Locks and to maintain window restrictors in line with HTM regulations and local procedures.
- Responsible and accountable for undertaking Building installations in accordance within Building

and suppliers as well as internal clinical staff and potentially external bodies such as HSE, EHO, and PHE

<p>Control and HTM's Guidance.</p> <ul style="list-style-type: none"> <li>• Interprets and follows the regulations at all times.</li> <li>• Immediately notifies the Building Team Leader and/or Building Manager of any deviation from the regulations.</li> <li>• Follows detailed building drawings and specifications.</li> <li>• Uses all relevant tools and equipment within safety guidelines as necessary for the completion of works.</li> <li>• Undertake inspection for the building installation.</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• To attend 2Gether and Manufacturers training establishments as required.</li> <li>• Provide training, technical advice and support to Building Apprentices and Maintenance Assistants.</li> <li>• Obtain Associate membership of relevant accredited organisation.</li> <li>• Keep up to date with 2Gether electronic online training.</li> </ul> <p><u>Health &amp; Safety Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Comply and adhere to all 2Gether Health and Safety Policies and Procedures.</li> </ul> <p>Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.</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>	<p><b>Performance measures and KPIs</b></p>
<p>Working conditions include working in confined spaces or at height with possible ambient temperatures and working outside in inclement weather.</p> <p>A challenging aspect of the role will be managing customer expectations.          Must understand the clinical impact of any works to be undertaken when working within a healthcare environment.</p>	

<b>Person Specification:</b> <b>(Please state Essential (E) or Desirable (D))</b>		
<b>Knowledge &amp; Skills:</b> Completion of a structured training program in a building trade for a minimum period of 3 years. (E)  (E) Knowledge of: - <ul style="list-style-type: none"> <li>• Woodworking rotating machinery.</li> <li>• Complex drainage systems.</li> <li>• Joinery Techniques.</li> <li>• Vinyl floor repairs</li> <li>• Roof repairs of various types</li> <li>• Door and window furniture</li> <li>• Basic Locksmithing</li> </ul> Frequently required to undertake work in unpleasant conditions, i.e. drains, macerator's laboratories and Mortuary.  Must have the skills and knowledge to avoid danger. (E)  Have a thorough knowledge of building fabric systems – a mechanical or electrical bias is acceptable (E)  Good communication skills (E)  Good written skills (E)	<b>Experience</b> Must have the skills and knowledge to avoid danger (E)  Awareness of asbestos, legionella, and COSHH (E)  Have an in-depth knowledge of building fabric systems (E)  Experience of working in an Acute Hospital environment (D)  Having taken some form of City and Guilds BTEC qualification or a recognised course (E)	<b>Qualifications</b> Qualification in a building fabric discipline €  Five GCSEs at Grade C or above including English, Maths and a Science (D)  City & Guilds or BTEC (d)

Adaptable to change with a can do attitude (E)		
Capable of working in a demand driven service with a solution based approach (E)		
Willingness to learn new skills		
Working to deadlines		

## Job Role: Essential Health and Safety information

Does the post involve ?		Y	N
<b>Confined Spaces?</b>	A “confined space” means any enclosed place, such as may need to be accessed by Technical Solutions staff for maintenance such as loft spaces, plant rooms or flues.	X	
<b>Driving?</b>	This means driving a 2Gether Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work		X
<b>Exposure to Substances Hazardous to Health?</b>	This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.	X	
<b>Hand Arm Vibration Exposure?</b>	This includes hand held tools such as drills, saws and other power equipment. This is likely to include employees working in the Plaster Room, Mortuary, Technical Solutions and Orthopaedic Surgery.	X	
<b>Hand Washing?</b>	This means washing hands 20 plus times per working day.		X
<b>Lone Working?</b>	This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms).	X	
<b>Manual Handling?</b>	This means all job roles where there are specific manual handling / patient handling requirements.	X	
<b>Night working?</b>	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		X
<b>Noise exposure?</b>	This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise.	X	
<b>Work at heights?</b>	A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving.	X	