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Mechanical and Electrical Team Leader

Candidate

**information**

 **Job Description**

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| **Post Title:** Mechanical and Electrical Team Leader | **Post Reference: JD031** |  |
| **Summary of the Role:** Acts as an Authorised Person / Responsible Officer. Responsible for the repair, maintenance and management of all Mechanical, Electrical and Building Services, along with the direct management of staff. The main function of this post is to assist management and other Trades in the performance of their duties at the relevant site. Act as a group leader deploying staff, requisitioning stores, materials and transport, and arranging for security of stores and materials.Maintains, operates and reviews pre planned maintenance programme, reviews and revises procedures and working practices. Making judgements across a wide range of estates issues taking into account legislation, H&S, conflicting demands, allocation of labour and complex fault finding. Undertakes project work as appropriate. | **Reports to:** Maintenance Manager  |
| **Base / Location:** TBC |
| **Key Responsibilities** | **Working Relationships & Contacts** |
| * Supervising maintenance, reactive works and minor schemes.
* Raise computerised requests for maintenance works, (Defects and Planned Preventative Maintenance), allocating tasks to engineers accordingly.
* Ensure patient needs are prioritised to benefit and enhance their experience at all times.
* Planning and organising resources to ensure an effective building maintenance service.
* Complies with policies relating to statutory and mandatory regulations
* Managing issues related to staff, resources, discipline and efficiency of the Technical Solutions workforce
* Project management of delegated projects within time and budget constraints.
* Responsible as line manager to the Technical Solutions workforce and for the People management in relation to sickness, productivity, attendance and compliance with 2Gether policies and procedures.
* Ensure that effective relationships are developed and maintained with all users of the Technical Solutions service, by ensuring timely delivery, feedback and communication.
* Encourage and develop within the Technical Solutions workforce a culture of excellent, professional customer service.
* Ensuring compliance with Health & Safety Executive and Department of Health guidelines at all times.
* Use computer software to produce reports, documents and drawings and take responsibility for the operation of various information systems. Ensure effective implementation of the CAFM system
* Personal responsibility for ensuring team adherence to statutory policies on Health & Safety, Risk Management, Confidentiality and Data Protection
* Ensure patient needs are prioritised to benefit and enhance their experience at all times.
* Obtain Membership of relevant accredited organisation.
 | Internal – Work with Members of the engineering team Maintenance and Building Managers, Senior Managers and Directors.External – Liaising with Architects, Engineering and Building Consultants, Local Councils and Authorities, charitable organisations and Contractors providing maintenance, reactive and project services as well as customers within the hospitals |
| **Job Dimensions:****Problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)**  | **Performance measures and KPIs** |
| ChallengesA challenging aspect of the job role will be managing changing priorities and allocating workforce accordingly.Working ConditionsWorking conditions will include exposure to dust on building sites, working from heights, slip hazards, noise in plant rooms, temperature in boiler rooms and working outside, in inclement weather. |  |

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| **Person Specification:****(Assume Essential unless specified (D)).** |
| **Knowledge & Skills:**Knowledge of: -* Steam Plant & Associate equipment.
* CWS / DHWS Systems
* Pneumatic Systems
* HVAC Control Systems
* Interpret schematic drawings
* Fault finding down to component level

Good communication skills.Must have excellent knowledge of statutory requirementsAbility to work without supervision.Adaptable to changeCustomer focussedGood leadership skills, leads by example | **Experience**At least 4 years’ experience of working in an Acute Hospital environment.At least 3 years supervising experience gained either in a supervisor role or can be demonstrated through informal support and supervision of others.Completion of a structured training programme in mechanical engineering for a minimum period of 3 years. Dual Qualified up to Multiskilled HNC/HND level using equivalent on the job experienceManaging an electronic CAFM PPM programme to be able to meet KPI/SLA’s and carry out reporting against set targetsDesirableExperience of direct supervision and performance management to set targets.IT knowledge, experience and training. | **Qualifications**Qualifications in :-1. HTM 02 ( Medical Gases )
2. HTM 04 ( Water )
3. HTM 03 ( Ventilation )

4. HTM 06 ( Low Voltage Electrical )Supervisory / 1st Level management qualifications – Diploma in Management (DMS) (or commitment to complete / working towards)Completion of a structured training programme in mechanical engineering for a minimum period of 3 years.Dual Qualified up to Multiskilled HNC/HND level using equivalent on the job experience. (D)City & Guilds 17th Edition (D)Adequate knowledge of and within the preceding three years training for, first aid treatment for electric shock (D)Obtain associate membership to relevant professional organisation. (D)BTEC ONC in Electrical and Mechanical Engineering (D)C&G 2391 Testing and Inspection (D) |

**Job Role: Essential Health and Safety information**

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| **Does the post involve ?**  |  | **Y** | **N** |
| **Confined Spaces?**  | A “confined space” means any enclosed place, such as may need to be accessed by Estates staff for maintenance such as loft spaces, plant rooms or flues. | X |  |
| **Driving?** | This means driving a Trust 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 |
| **Exposure to Substances Hazardous to Health?** | This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.  | X |  |
| **Hand Arm Vibration Exposure?** | 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, Estates and Orthopaedic Surgery. | X |  |
| **Hand Washing?**  | This means washing hands 20 plus times per working day. |  | X |
| **Lone Working?**  | 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 |  |
| **Manual Handling?** | This means all job roles where there are specific manual handling / patient handling requirements. | X |  |
| **Night working?**  | This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am). |  | X |
| **Noise exposure?**  | 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 |  |
| **Work at heights?** | 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 |  |