



Candidate information

Apprentice



Job Description

Post Title: Apprentice	Post Reference:	
Summary of the Role: To learn and develop skills and knowledge whilst undertaking a recognised further education programme in Mechanical and Electrical disciplines. Works, predominantly under supervision, performing work of a routine nature, responsible for minor repairs and routine planned maintenance activities as directed by management. Ensuring compliance with Trust safety standards and procedures. Taking all safety measures to prevent danger, avoid injury and prevent damage to equipment.		Reports to: Team Leader Base / Location: Predominantly site based with the requirement to travel and work at other sites within the Trust
Key Responsibilities		Working Relationships & Contacts
Operational responsibilities <ul style="list-style-type: none"> To work in accordance with the requirements of the Trust on the following systems and infrastructure: <ul style="list-style-type: none"> Boiler and steam systems Hot and cold water systems Low voltage electrical systems Fire alarm and detection systems Heating, ventilation and air conditioning systems Medical gas systems Drainage and waste water systems Carry out tasks with or without supervision on the above as instructed by M&E Technicians and Team Leader. 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 and notifying Team Leader of work that cannot be completed due to shortage of parts etc. Therefore must be confident with technology. 		Internal : 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. External: Liaison with external contractors and suppliers as well as internal clinical staff and potentially external bodies such as HSE, EHO and PHE.

- At all times to carry 2Gether Support Solutions communication devices to facilitate immediate response to emergencies
- Work overtime to carry out works as required by management.
- To assist other trades as required.
- Keep a log book of tasks undertaken to serve as evidence towards competencies and further education requirements.
- Ensure patient needs are prioritised to benefit and enhance their experience at all times.

Maintenance Responsibilities

- Undertakes works and general maintenance activities at the request of the M&E Team Leader.
- Carries out routine planned preventative maintenance inspections in accordance with 2Gether procedures.
- To liaise with M&E Technicians and Team Leader regarding plant or equipment failures.
- Completes all report sheets as necessary.
- Undertake maintenance and repairs of the various waste systems on the site.
- To follow planned maintenance schedules.
- Assists Tradesman undertaking Mechanical, Electrical repairs and installation Works with and follows the instruction of Team Leader / Technicians at all times whilst working on hot water / steam systems or other systems as directed.
- Uses all relevant tools and equipment within safety guidelines as necessary for the completion of works.
- Undertake any other duties appropriate to the grade

Training

- To attend 2Gether and Manufacturers training establishments as necessary.
- Attend further education courses as necessary.

<p>Health & Safety Responsibilities</p> <ul style="list-style-type: none"> • Comply and adhere to all Trust Health and Safety Policies and Procedures. • 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>Job Dimensions: Problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)</p>	<p>Performance measures and KPIs</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>	

Person Specification: (Please state Essential (E) or Desirable (D))		
Knowledge & Skills: <p>Must have the skills and knowledge to avoid danger (E)</p> <p>Have a basic knowledge of mechanical, electrical and plumbing (D)</p> <p>Good communication skills (E)</p> <p>Good written skills (E)</p> <p>Adaptable to change with a can do attitude (E)</p> <p>Capable of working in a demand driven service with a solution based approach (E)</p> <p>Willingness to learn new skills (E)</p> <p>Working to deadlines (E)</p>	Experience <p>Must have the skills and knowledge to avoid danger (E)</p> <p>Have a basic knowledge of electrical and mechanical systems (D)</p> <p>Experience of working in an Acute Hospital environment (D)</p> <p>Having taken some form of City and Guilds, BTEC qualification or a recognised course (D)</p>	Qualifications <p>Five GCSEs at Grade C or above including English, Maths and a Science (E)</p> <p>City & Guilds or BTEC (D)</p>

Job Role: Essential Health and Safety information

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	