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| **Role Profile**  **Maintenance Technician**  **(Multi-skilled – Plumbing Specialism)** | |  |
| **Reports to:** | **Maintenance & Estates Manager** | |
| **Accountable to:** | **Head of Estates & Facilities** | |

**Main Purpose of the Post**

Assist the Maintenance and Estates Manager (MEM) in providing a comprehensive Maintenance service to all St Gemma’s premises and grounds including the charity shops to ensure compliance with Hospice safety standards and procedures.

Key responsibility for the operation and maintenance of Mechanical/Water systems and infrastructure, including providing support for maintaining an effective and efficient BMS system.

1. **Key Responsibilities**

* Ensure that all Hospice and St Gemma’s charity shops’ equipment and machinery is monitored and maintained both reactively and to predefined schedules described in the Planned Preventive Maintenance (PPM) schedules.
* Identify faults within the water systems, plant and equipment and utilise knowledge and experience in order to resolve the problem.
* Carry out all in-house plumbing/mechanical installation onsite.
* Responsible for Legionella compliance for the Hospice including keeping the Legionella log book up to date and carrying out any remedial work.
* Assist the MEM in planning works and producing risk assessments, method statements and permits to work.
* Assist the MEM with planning work activity in compliance with Health and Safety legislation thereby ensuring a safe working environment.
* Adjust set points for temperature on the BMS to maintain comfort heating for the Hospice. Trace faults on the controls system of the BMS and associated equipment, and work with mechanical engineers to rectify faults.
* Offer technical support to clinical areas when issues arise.
* Input into the Capital Expenditure program.
* Provide support and training for the other members of the Maintenance team.
* Contribute to the maintenance on-call rota to cover 24 hours a day Monday to Sunday.
* Sourcing and supplying of equipment and machinery alongside the MEM.
* Be proactive in monitoring and reporting to the MEM information to enable improved/cost effective use of Hospice and maintenance resources.
* Assist the MEM in the necessary preparation and support needed for internal/external functions/events.
* Ensure that all record keeping is up-to-date and in accordance with Hospice standards and legal requirements. Participate in audits of safe systems of work.
* Assist the MEM in ensuring that all records are filed consistently and centrally and are available for inspection both internally by the Hospice and for third parties such as the Care Quality Commission (CQC), Hospice insurers, Health and Safety Executive (HSE), the Environmental Health Officer (EHO) and other regulatory bodies that may wish to inspect maintenance documentation.
* Assist the MEM in ordering materials for maintenance stores efficiently and within budget.
* Ensure all maintenance/breakdown requests are completed in a timely and effective manner.
* Ensure all porterage duties for other Hospice staff are completed in a proactive and efficient manner.
* Undertake any other building maintenance work as required

**3. Environmental Standards**

Assist the MEM in the administration and application of statutory obligations under the Health and Safety at Work Act, Fire Regulations, the Environment Agency, Waste Management and WEEE Regulations, COSHH, Legionella, ACOP and all other acts and statutes.

**Values and Behaviours**

St Gemma’s has a set of values and behaviours to improve the experience for our patients and our staff. This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful care to all and continual improvement in line with the values detailed below.

**Caring** – Treating each person with kindness, empathy, compassion and respect.

**Aspiring** – continually learning and developing; striving for excellence in everything we do

**Professional** – Delivering high standards through team work, a skilled workforce and good governance.

**GENERAL DUTIES AND RESPONSIBILITIES**

All St Gemma’s employees are required to abide by the Health and Safety at Work Act, attend annual mandatory training sessions and ensure that they comply with Hospice policies and procedures at all times.

Employees must demonstrate commitment to their own personal development and are required to make a positive contribution to fundraising and raising the profile of the Hospice locally and nationally.

Strict confidentiality applying to all aspects of Hospice business must be observed at all times.

*This role profile is not exhaustive and it will be subject to periodic review. The post holder may be required to perform any other duties as may be deemed reasonable.*