

## Mechanical Technician (Multiskilled) Chargehand

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**Department:** Health & Community Services

**Section:** Estates and Hard Facilities

**Reports to:** Mechanical Engineering Manager

**JE Ref:** HCS1161

**Grade:** TECH10

**JE Date:** 15/11/2022

### Job purpose

Be responsible for prioritizing and ensuring action is taken in relation to mechanical engineering work requests received from a range of clients.

As a working multiskilled chargehand, actively effect repairs, maintenance, scrutiny, servicing, and any other technical requirements in relation to the mechanical engineering perspective of key health infrastructure assets

### Job specific outcomes

- On a daily basis, prioritise and action numerous work requests received from a range of clients, reflecting the requesters will also expect priority to be given to their requirements. Consequently, the role holder is required to apply effective analytical and judgement skills in order that limited resources are allocated in the most efficient and effective way across the wide range of activities involved.
- The role holder must make effective decisions, often under tight time constraints, and frequently where multiple options are presented to them by other staff, and the best course of action may not be straightforward to the technician performing the task, who will therefore seek the role holder's guidance and opinion
- To be accountable to the Mechanical Engineering Manager and to deputise during periods when they are unavailable. To support the line manager in the overall work planning process, specifically requiring them to have direct input into the establishment of programmed preventive maintenance schemes (PPM's).
- The role holder will be responsible for organising, coordinating, and running projects assigned to them by their line manager. Where involved in larger projects the role holder will normally form part of a team made up of client representatives, design engineers and operational managers in order to plan the work to ensure it is carried out efficiently and within budget.
- To undertake the additional managerial responsibility of Authorised/Responsible person roles having undertaken specialised training in areas such as medical gas, ventilation, pressure

systems, water management legionella control and decontamination to ensure the hospital remains within the guidelines set by the suite of HTMs (hospital technical memorandums)

- To be a pro-active team leader and coordinator, disseminating knowledge and information and to identify and fulfil training requirements of staff and to be included in the management team during recruitment and selection of new staff
- The post holder will liaise with other disciplines and departments within HCS so that direct and contracted works are completed in an efficient, safe, and orderly manner and will respond in a prompt, effective and polite manner to all issues and requests. They will attend estate management meetings to discuss ongoing projects, building renovations, ward refurbishments, prepare preliminary drawings and devise modifications to existing equipment when necessary
- Excellent administrative skills are required, and an ability to understand the financial implications of the post holder's actions and the effect on own and clients' budgets. The post holder will add new suppliers onto Supply Jersey and deal with queries from finance and approve payments. They will be responsible for the monitoring of time keeping, sickness and holidays, using e-roster software, drawing up and amending shift rosters and in the creation and adherence of safe working practices following task specific risk assessment.
- Source and negotiate best price for new equipment and spares with specialist suppliers. This includes identifying and liaising with several potential suppliers to determine if their services are sufficient for the hospitals needs in accordance with Treasury code of financial direction. Whilst not being the budget holder the post holder is responsible for ordering goods, spares and services to a value in excess of £100,000 per annum and be involved in the department's budget planning process and cost analysis of alternative methods of carrying out work.
- The role holder must lead the development, implementation, and ongoing review of written risk assessments. The role holder must also encourage the use of dynamic risk assessments and take appropriate mitigating action for non-standard conditions that are encountered. Where required, the role holder must liaise with qualified health and safety colleagues for specific advice as to best practice, or details of relevant regulations. Where required, the role holder must assist asset owners and managers with the production of method statements

### Statutory responsibilities

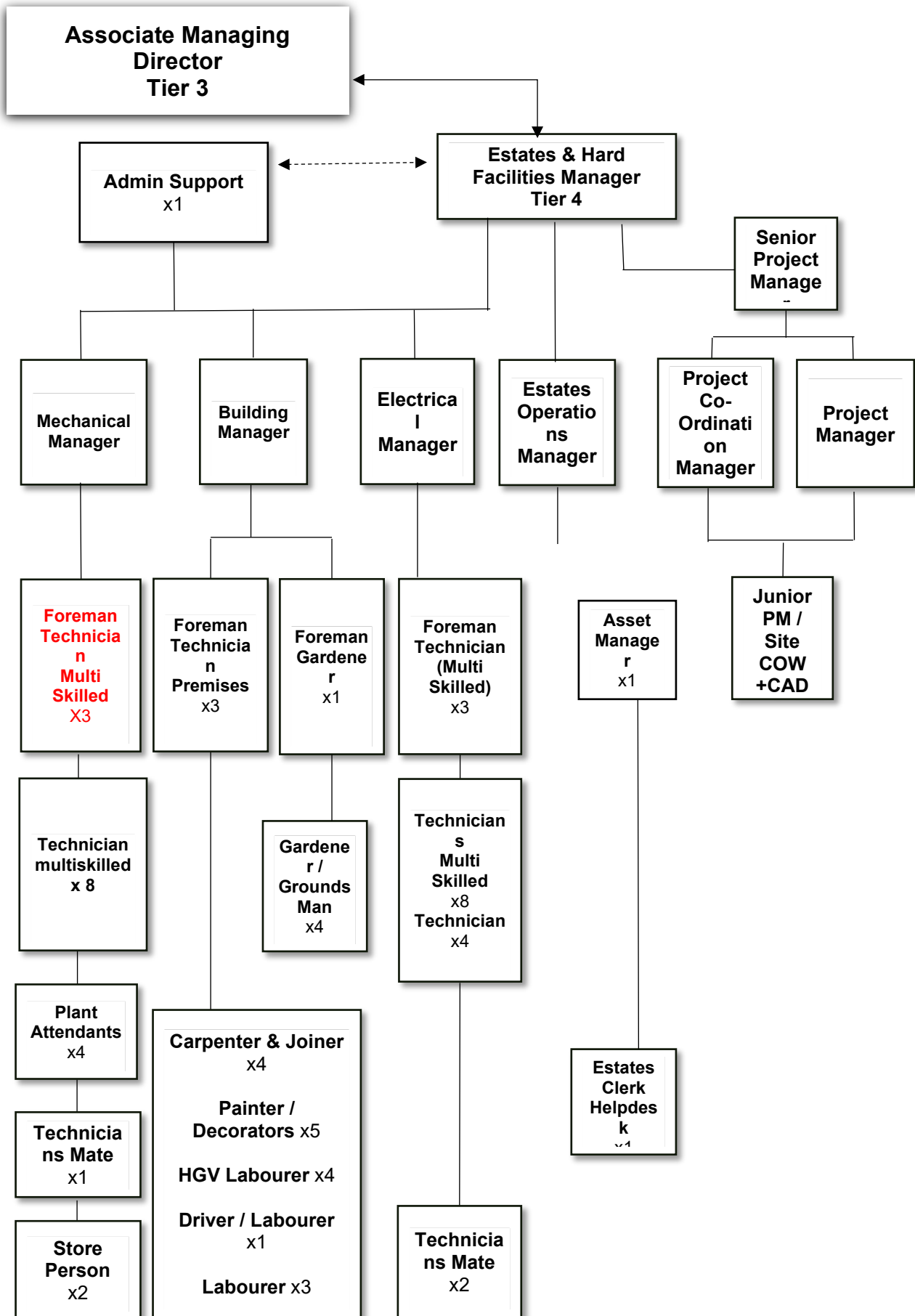
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure

## Government Departments



**Organisation chart**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b></p>	<p>The role-holder is required to hold the same levels of specialist skills, qualifications, and experience as a multiskilled engineering technician. Therefore, this requires the completion of a recognised engineering trait apprenticeship, normally of four years duration; the attainment of a minimum of a City &amp; Guilds Level 3, BTEC or HNC or equivalent qualification and nationally recognised certified training course in relation to a skill other than their core skill of 10 days or 80 hours duration delivered by a recognised training provider, examples include but are not limited to -</p> <p>Competent/Authorised person medical gases</p> <p>Competent/Responsible person water hygiene and legionella control</p> <p>Competent/Authorised person Healthcare ventilation</p> <p>Competent/Authorised person pressure systems</p> <p>Competent/Authorised person decontamination</p> <p>Boiler Operator Accreditation scheme</p> <p>Steam plant maintenance such as Spirax Sarco (UK) or Dunphy Combustion</p>	
<p><b>Knowledge</b></p>	<p>In depth knowledge of mechanical systems, steam</p>	

	<p>plant, welding, machining, hospital related engineering disciplines, plumbing, and fitting skills. Must be able to read and understand mechanical drawings, specifications, maintenance manuals, diagnostic fault-finding charts and schematic diagrams</p> <p>Be competent to produce and monitor adherence to risk assessments and method statements.</p> <p>Have the ability to plan for, supervise and monitor more junior personnel, including apprentices</p> <p>Have the ability to understand the significance of, and effectively apply all appropriate governance controls safeguarding the health, safety and welfare of those with whom the role holder is working and for whom they are responsible</p>	
<p><b>Technical / Work-based Skills</b></p>	<p>Applicant must hold a valid driving license and be able to communicate in a technical manner.</p>	
<p><b>General Skills/Attributes</b></p>	<p>The role holder has substantial contact with colleagues on a daily basis when undertaking the general responsibilities of the role,. The contact will involve both the giving and receiving of information together with providing advice and guidance to junior/less qualified personnel.</p> <p>The role holder will have contact with client representatives, and the managers and clinical leads of health departments when discussing and planning work that is to be carried out on behalf of those agencies. This contact</p>	

	<p>is most likely to be at middle and junior management levels together with manual and craft colleagues.</p> <p>The role holder provides technical advice and guidance to more junior personnel. They are also expected to keep their line manager briefed on the progress of work; escalate and issues requiring the involvement of their line manager and remain alert to the progress of all tasks/projects and provide commentary in relation to these, including contributing to wider decision making where collaborating with partners and stakeholders</p>	
<p><b>Experience</b></p>	<p>The role holder must have substantial post qualification proven experience in a staff supervision role or demonstrated the skills required, potentially through acting up. Further successful completion of, or the demonstrable ability to achieve recognised chargehand training qualification is mandatory and is likely that the role holder may be required to undergo first line management training and qualification in line with the Government of Jersey Modern Management Level 3 programme or an equivalent.</p> <p>In order to carry out necessary technical repairs to the wide range of equipment worked upon, the role holder is also required to successfully complete relevant specialist short training courses. These are typically of one week duration and are provided by manufacturers and specialist training</p>	

	<p>An external candidate recruited with the required qualifications and experience would be expected to be up to speed in the role after a period of between 6 and 12 months.</p>	
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