



JOB SPECIFICATION

GENERAL OPERATIVE – MAINTENANCE

Job Title, Grade and Grade Code	General Operative – Maintenance Grade Code 5487
Competition Reference	SJL/07-2021/2
Whole Time Equivalent	1 WTE
Closing Time and Date	13/08/2021 12 noon
Proposed Interview date(s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Permanent Post
Location of Post	Maintenance Department, St. John's Hospital, John's Square, Limerick V94H272
Organisational Area	St. John's Hospital Limerick, UL Hospitals Group, HSE West
Post Specific Information	<p>Details on this campaign can be found at http://www.stjohnshospital.ie/management-and-administration/recruitment/ or email recruitment@stjohnshospital.ie or telephone the Human Resources Dept, St. John's Hospital 061 462254</p> <p>Applications to recruitment@stjohnshospital.ie</p>
Details of Service	<p>St John's Hospital, Limerick is a Voluntary Hospital founded in 1780. It is a Model 2S, acute general hospital and a member of the University of Limerick Hospitals Group. The hospital provides a range of inpatient and outpatient services, including general medicine, general surgery, urology, gynaecology and endoscopy services. The hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit.</p>
Service mission, vision and values	<p>St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive.</p> <p>Mission statement Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.</p> <p>Aims and Objectives</p> <ol style="list-style-type: none"> 1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. 2. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning, and training. 3. To monitor, evaluate and continually improve our services.
Reporting Arrangements	The post holder will report directly and be accountable to the Maintenance Manager and/or key internal stakeholders or Person(s)-in-Charge
Purpose of the Post	<ul style="list-style-type: none"> ▪ To assist the Maintenance Manager in the delivery of the highest standard of the maintenance service in a professional and competent manner throughout the hospital.

<p>Purpose of the Post</p>	<ul style="list-style-type: none"> ▪ Working under the direction of the Maintenance Manager, you will be involved in all areas of routine maintenance, indoors and outdoors, within the hospital. ▪ To carry out the day-to-day maintenance on the fabric of the buildings, its services and grounds in order to ensure that they are maintained in a safe, efficient, functional order with a high standard of care ▪ To maintain the environment of the services to an agreed standard to enable the staff to support the patients to achieve the best possible outcomes ▪ To proactively take responsibility of Health & Safety to ensure all services and environments are compliant and safe ▪ The post involves general maintenance duties and is a multidisciplinary role, i.e. general operative, attendee/assistant to tradesmen
<p>General Responsibilities & Accountabilities</p>	<p>Service</p> <ul style="list-style-type: none"> ▪ Carry out maintenance duties throughout all areas of the hospital ▪ Perform duties efficiently, effectively and economically in line with best practice and/or as directed by management in the provision of a quality service at all times ▪ Maintain a flexible approach to performance of duties ▪ Strictly adhere to hospital operation policies, procedures and guidelines specific to designated area of duty ▪ Deal with customer/staff/patient queries in a courteous, effective and efficient manner ▪ Maintain confidentiality in all matters pertaining to the hospital, staff and patients ▪ Maintain medical gas services by ensuring gases are stored safely and correctly and correct stocking levels of cylinders and bulk oxygen are available ▪ Perform weekly testing on the Generator ▪ Carry out fire alarm testing weekly including checking fire alarm points, fire exit and door retaining devices, and fire emergency lights as specified in procedures ▪ Keep fire exits clear at all times ▪ Collect, segregate and dispose of hospital refuse & clinical waste in line with hospital policies ▪ Maintain the daily removal of all rubbish bags from all floors within the hospital ▪ Remove all wheelie bins from kitchen, canteen and all areas of the hospital, and empty all wheelie bins as instructed into compactors at intervals daily ▪ Empty litter bins in car park and casualty area ▪ Maintain the sweeping, tidying and cleaning of carpark, casualty outside area, back yard, yard at rear of kitchen and back gate daily. ▪ Wash yard at rear of kitchen weekly ▪ Assist in the collection/transportation/assembly/dismantling of goods/equipment within the hospital ▪ Assist in moving and relocating office furniture as required ▪ Ensure all relevant building certification is kept up to date and readily available for inspection purposes ▪ Ensure all extraction vents and lighting are kept clean; replacing any defective light bulbs, calling on an electrician where required for support ▪ Test and record all portable appliances as specified in procedures ▪ Monitor water tanks and/or water temperatures as specified in procedures ▪ Report any faulty appliances, damaged furniture/equipment and any other

<p>General Responsibilities & Accountabilities</p>	<p>potential hazard to key internal stakeholders and the Maintenance Manager, who will instruct accordingly</p> <ul style="list-style-type: none"> ▪ Ensure the interior and exterior of the maintenance service is maintained to a high standard, including: <ul style="list-style-type: none"> ➢ General cleaning duties in all areas, in particular areas accessed by the public ➢ Keeping any sheds or outbuildings and areas in which waste is stored in a clean and tidy condition ➢ Clearing snow as well as gritting the drive, paths and any areas to which the patients, visitors or staff have access ➢ Cleaning all exterior signs and lighting ➢ Under the direction of the Maintenance Manager and key internal stakeholders, make good and re-paint any areas of walls or woodwork following repairs. (It must be ensured that paint or varnishes are used only in accordance with the manufacturer's instructions. The area in which work is being done must also be kept well ventilated and safe for all patients, visitors and staff) ▪ Participate in staff meetings as required If you are unable to resolve any carpentry/joinery, electrical works, plumbing/drainage works, report immediately to the Maintenance Manager and/or key internal stakeholder(s) or Person(s)-in-Charge to plan works with contracted external provider(s) ▪ Record and maintain all relevant data on the Hospital Maintenance Request Computer System ▪ Maintain computer logs and records relating to works carried out ▪ Carry communication devices as required ▪ Ensure the security of the service is maintained at all times ▪ Carry out maintenance duties as and when required on Public Holidays or at weekends ▪ Carry out any other reasonable duties as required by the Maintenance Manager and/or key internal stakeholders or Persons-in-Charge ▪ Participate in agreed systems of appraisal and individual performance review <p>Health, Safety and Welfare at Work</p> <ul style="list-style-type: none"> ▪ Be familiar with the hospital's Health & Safety procedures ▪ Take all the necessary steps to ensure the maximum security and safety of the working area and all equipment and supplies contained therein ▪ Comply fully with the requirements of the Safety Statement for the Maintenance Department including the wearing of appropriate protective clothing and protective footwear and use of safety equipment provided ▪ Identify hazards, assess risks and report same as per hospital policy to relevant personnel, and in accordance with individual responsibilities under all Health and Safety legislation and regulations ▪ Adhere to hospital Infection Prevention and Control policies ▪ Co-operate fully and participate with/in all health and safety training programmes ▪ Be familiar and comply with lifting & handling techniques. ▪ Be familiar with the Hospital's Major Emergency Plan and Fire Plan ▪ Ensure work practices in accordance with Health and Welfare at Work Act 2005 and safety, health and welfare at work (amendment) bill 2020 ▪ Observe all other Safety Procedures currently in force ▪ Maintain and complete Health and Safety checks ensuring clear records are retained at all times, this includes recording of water and fridge
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<p>General Responsibilities & Accountabilities</p>	<p>temperatures, fire alarms, exits and emergency lighting</p> <ul style="list-style-type: none"> ▪ Report immediately to the key internal stakeholders any illness of an infectious nature or accident incurred by a client, colleague, self or other ▪ Understand and ensure the implementation of the Services health and safety policy, emergency and fire procedures ▪ Report any faulty appliances, damaged furniture or equipment and any potential hazard to the key internal stakeholders, and take appropriate action to keep areas safe <p>Emergencies</p> <ul style="list-style-type: none"> ▪ Be part of a rota system for any emergencies, which may arise ▪ In the event of an emergency, inform Maintenance Manager immediately and any other key internal stakeholders <p>Training and Development</p> <ul style="list-style-type: none"> ▪ Attend all mandatory training programmes relevant to the post ▪ Actively participate and co-operate fully with all other training programmes and attend as required ▪ Co-operate and aid with induction training programmes for new employees ▪ Keep abreast of developments within the Hospital <p>Policies, Procedures and Guidelines</p> <ul style="list-style-type: none"> ▪ Comply with and adhere at all times to all Hospital policies, procedures and guidelines
<p>Eligibility Criteria/ Qualifications and/or experience</p>	<p>1. Qualifications, Experience, etc.</p> <p>Applicants must on the closing date:</p> <p>a) Have successfully attained the Junior Certificate or Leaving certificate Or Hold an equivalent qualification (evidence of equivalency as determined by QQI must be submitted with application as, failure to do so will result in your application not proceeding to the next stage) And</p> <p>b) Have a minimum of one year's continuous relevant satisfactory experience working in a general maintenance role And</p> <p>c) Have a working knowledge of computer systems And</p> <p>d) Applicants must have the requisite knowledge and ability including a high standard of suitability for the proper discharge of the duties of the office.</p> <p>2. Age</p> <p>Age restriction shall only apply to a candidate where she/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 68 years of age.</p> <p>3. Health</p> <p>Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>4. Character</p> <p>Candidates for and any person holding the office must be of good</p>

Eligibility Criteria/Qualifications and/or experience	<p>character.</p> <p>5. Garda Vetting In accordance with Hospital policy Garda Vetting will form part of the selection process. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Hospital's requirements in this regard will be excluded from the competition.</p>
Skills, competencies and/or knowledge	<p><u>Knowledge/Professional Knowledge</u></p> <ul style="list-style-type: none"> ▪ Demonstrate knowledge of plant and machinery relevant to the role ▪ Demonstrate knowledge of general and preventative maintenance ▪ Demonstrate the ability to work effectively within guidelines and procedures ▪ Demonstrate knowledge of current Fire, Health and Safety and Building regulations and how it pertains to the workplace ▪ Demonstrate sufficient knowledge to effectively carry out the duties and responsibilities of the post <p><u>Planning and Organising Skills</u></p> <ul style="list-style-type: none"> ▪ Demonstrate evidence of effective planning and organising skills ▪ Demonstrate an organised, methodical and structured approach to work including the ability to meet deadlines and effectively handle multiple tasks ▪ Demonstrate experience in working effectively under pressure ▪ Demonstrate the ability to work within a multi-disciplinary team to resolve problems and implement solutions in a timely manner <p><u>Team Skills</u></p> <ul style="list-style-type: none"> ▪ Demonstrate an understanding of one's own role and the roles of others within the team ▪ Demonstrate the ability to work in partnership working towards service improvements ▪ Demonstrate the ability to work independently as well as part of a multidisciplinary team and make a positive contribution to that team <p><u>Commitment to Providing a Quality Service</u></p> <ul style="list-style-type: none"> ▪ Demonstrate a commitment to providing a quality service; including an awareness and appreciation of patients, staff and the general public ▪ Demonstrate motivation and an innovative approach to job and service developments <p><u>Communication/ Interpersonal skills</u></p> <ul style="list-style-type: none"> ▪ Demonstrate effective communication skills including the ability to present information in a clear and concise manner, written and verbal ▪ Demonstrate an ability to receive and implement instructions in an effective and efficient manner
Other requirements specific to the post	<p>The successful applicant will be required to work flexibly in response to changing local/organisational/network requirements</p>
Competition Specific Selection Process	<p>Applications should be submitted by completing the hospital's job application form. Application forms and full particulars relating to the post are available on St. John's Hospital website, Details on this campaign can be found at http://www.stjohnshospital.ie/management-and-administration/recruitment/ or contact the HR department St. John's Hospital. Applications to recruitment@stjohnshospital.ie</p>

<p>Short listing / Interview</p>	<p>Ranking/Shortlisting/Interview A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
<p>Code of Practice</p>	<p>St. John's Hospital will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.</p>
<p>The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. It is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>	



PERSON SPECIFICATION
GENERAL OPERATIVE (MAINTENANCE)

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications, Experience, etc.	<p>Qualifications, Experience, etc.</p> <p>Applicants must on the closing date:</p> <p>a) Have successfully attained the Junior Certificate or Leaving certificate</p> <p align="center"><u>Or</u></p> <p>Hold an equivalent qualification (evidence of equivalency as determined by QQI must be submitted with application as, failure to do so will result in your application not proceeding to the next stage)</p> <p align="center"><u>And</u></p> <p>b) Have a minimum of one year's continuous relevant satisfactory experience working in a general maintenance role</p> <p align="center"><u>And</u></p> <p>c) Have a working knowledge of computer systems</p> <p align="center"><u>And</u></p> <p>d) Applicants must have the requisite knowledge and ability including a high standard of suitability for the proper discharge of the duties of the office.</p>	
Core Competencies	<p><u>Knowledge/Professional Knowledge</u></p> <ul style="list-style-type: none"> ▪ Demonstrate knowledge of plant and machinery relevant to the role ▪ Demonstrate knowledge of general and preventative maintenance ▪ Demonstrate the ability to work effectively within guidelines and procedures ▪ Demonstrate knowledge of current Fire, Health and Safety and Building regulations and how it pertains to the workplace ▪ Demonstrate sufficient knowledge to effectively carry out the duties and responsibilities of the post <p><u>Planning and Organising Skills</u></p> <ul style="list-style-type: none"> ▪ Demonstrate evidence of effective planning and organising skills ▪ Demonstrate an organised, methodical and structured approach to work including the ability to meet deadlines and effectively handle multiple tasks ▪ Demonstrate experience in working effectively under pressure ▪ Demonstrate the ability to work within a multi-disciplinary team to resolve problems and implement solutions in a timely manner 	

Core Competencies	<p><u>Team Skills</u></p> <ul style="list-style-type: none"> ▪ Demonstrate an understanding of one's own role and the roles of others within the team ▪ Demonstrate the ability to work in partnership working toward service improvements ▪ Demonstrate the ability to work independently as well as part of a multidisciplinary team and make a positive contribution to that team <p><u>Commitment to Providing a Quality Service</u></p> <ul style="list-style-type: none"> ▪ Demonstrate a commitment to providing a quality service; including an awareness and appreciation of patients, staff and the general public ▪ Demonstrate motivation and an innovative approach to job and service developments <p><u>Communication/ Interpersonal skills</u></p> <ul style="list-style-type: none"> ▪ Demonstrate effective communication skills including the ability to present information in a clear and concise manner, written and verbal ▪ Demonstrate an ability to receive and implement instructions in an effective and efficient manner 	
Other Requirements	<ul style="list-style-type: none"> ▪ Flexible to changing needs 	



TERMS AND CONDITIONS OF EMPLOYMENT

GENERAL OPERATIVE - MAINTENANCE

Tenure	<p>The appointment is whole-time, permanent and pensionable.</p> <p>A panel may be created from which future vacancies in this post may be filled.</p>
Remuneration	<p>The salary scale for the post as at 01/10/2020 is: €27,942; €29,653; €30,927; €31,459; €31,685; €32,215; €32,758; €33,185; €33,699</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies</p>
Working Week	<p>The standard working week applying to the post is: 39 hours delivered on a Monday to Friday basis and there may be a requirement to carry out maintenance duties on Public Holidays or at weekends. Flexibility on hours of attendance in consideration of service needs is required.</p> <p>HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
Annual Leave	<p>The annual leave entitlement is 23 working days per annum. Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.</p>
Terms of Employment	<p>All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment.</p> <p>A job description will form part of the contract documentation.</p>
Probation	<p>Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.</p>
Proficiency in the English Language	<p>Fluency in the English language is a requirement of this role.</p> <p>Proficiency in spoken English is assessed during the interview process.</p>
Uniform	<p>The appointee will be required to comply with and actively promote the existing dress code regulations.</p>

	The appointee will also be required to wear an identity badge in line with existing conditions.
Place of residence	The person appointed will be required to reside within a reasonable distance of the Hospital.
Sick Leave	There is a discretionary sick pay scheme, details of which are available from the Human Resources Department. Sick pay is contingent on full cooperation and compliance with the Hospital's absence management procedures.
Superannuation Contributions	This is a pensionable position. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.
Confidentiality	In the course of employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must ever be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.
General Data Protection Regulation (GDPR)	The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet.
Hospital Policies and Procedures	All Hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.
Infection Prevention and Control	During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St John's Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.
Mandatory Training and Health and Safety at Work Act	The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed

	safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
Children First Act	You are required to comply with the Children First Act 2015. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Hospital deems appropriate in this regard.
Open Disclosure	You are required to comply with the requirements of the National Policy on Open Disclosure and take part in reviews and investigations when required.
Adult and Child Safeguarding	The post holder must comply with all relevant statutory safeguarding requirements and undertake training as necessary
Covid -19	The post holder must comply with government and local policy guidelines pertaining to management of Covid-19 in the workplace.
Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.01.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001.
Professional Registration	<p>If you are employed in an area of work which requires membership of a professional body in order to practise, it is a condition precedent of your employment to maintain membership of such professional body. It is also your responsibility to comply with the relevant body's code of practice.</p> <p>You are required to advise the Hospital if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.</p>
Termination of Employment	<p>Two months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.</p> <p>The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years.</p> <p>All other appointees in accordance with HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.</p>