



HR use only

Evaluation Date	17/12/13
Grade	11

JOB DESCRIPTION

Job Title:	RCP Technician	Reports to:	Technical Officer
Department:	Property & FM	Location:	RCP
Work Pattern:	Full time, flexible to suit needs of service	Contract Status:	Permanent

BACKGROUND

Edinburgh Leisure is Edinburgh's biggest provider of Leisure Services, welcoming over 4 million customer visitors a year to our 30 venues across the City. We have a total income of around £25m and as a Not for Profit company, we proudly spend every penny of that on providing and developing our great range of services to make Edinburgh a healthier place.

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

welcoming all,
each one of us **caring** about what we do,
being **passionate** about how we do it,
and feeling **proud** of what we achieve

JOB PURPOSE

Your role is to support the Technical Officer in the smooth running of all the RCP's specialist and technical equipment and systems, it is essential that our equipment functions effectively therefore you and the team will carry out a high standard of Planned, Preventative and reactive maintenance to ensure we offer the best service to our customers.

KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
1. You will operate and maintain our specialist technical equipment	25%

<p>to prevent breakdowns or loss of service. These include:</p> <ul style="list-style-type: none"> • Building management system • Heating and ventilation system including under floor heating • Lighting control system • Fire/ Intruder and CCTV systems • Moveable floors and booms within the pools • Underwater camera system/ Timing equipment 	
<p>2. You will operate and maintain the pool filtration systems to ensure the water quality meets EL standards and provides a safe and welcoming environment for our customers. This includes:</p> <ul style="list-style-type: none"> • Carry out pool water tests and respond where required. • Maintain pool water dosing systems by stripping and cleaning. • Backwashing of pool filters, cleaning of strainer baskets • Maintain pool water balance and hygiene by adding the appropriate chemicals. • Carry out inspections for faults taking the necessary action to rectify. • Maintain the pool chemicals and water testing stock 	25%
<p>3. Respond to emergency repairs and breakdowns (including out of hours callouts) to minimise any loss of service for the RCP</p>	10%
<p>4. You will provide a high standard of general maintenance throughout the building, prioritising work reported in the job book, to keep a safe and tidy environment at the RCP, these will include:</p> <ul style="list-style-type: none"> • Plumbing (changing of taps or toilet cisterns etc.) • Joinery (changing door hinges or replacing handles) • Painting 	20%
<p>5. Ensure that legislative health and safety checks are carried out and auditable records are kept, taking appropriate action if you find any anomalies. These include:</p> <ul style="list-style-type: none"> • Emergency Lighting Systems • Fire Alarm system • Portable appliance testing • Legionella 	20%

RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	N/A
Salary bill for all staff reporting:	N/A
Responsibility for finance and level of financial control:	N/A
Responsibility for Physical Resource:	You are part of a team responsible for looking after the fabric of the building and equipment within it. Including all plant rooms, fixtures and fittings and tooling.

Responsibility for Data and Information:	Record water quality data in log book Record plant faults in log book and take necessary action. Record daily, weekly, monthly checks Record health and safety data taking action if necessary. Update job book actions Ensure correct chemical stock levels onsite.
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GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<p>To carry out the duties of the post effectively you will operate and maintain all the equipment in accordance with the agreed processes and parameters, this includes:</p> <ul style="list-style-type: none"> • Monitor and where necessary change the water quality parameters in the pools in consultation with the RCP & pool water technical manager. • Use technical judgement regarding how to complete repairs/maintenance tasks on a day to day basis from the job book referring anything outwith/unusual to the technical officer. • Using your technical knowledge, advise other departments/Partners in the correct use of RCP equipment i.e.: sound systems, moving floors or lighting etc. • There are opening/closing procedures to follow for the equipment and set health and safety tests and checks to complete and record. • Where necessary you will ensure contractors follow EL guidelines and have been inducted. <p>The hours of work will be determined by your Manager in accordance with the needs of the business therefore you will be required to work shifts which includes evenings and weekends.</p>

Communication & Representing The Organisation
<p>This post involves regular communication and contact with the following stake holders:</p> <ul style="list-style-type: none"> • RCP & Pool water Technical Manager, Technical officer, centre management team and their staff and Contractors. <p>You will be expected to build effective working relationships with these stakeholders, which is likely to involve:</p> <ul style="list-style-type: none"> • Face to Face communication with non-technical stakeholders. • Influencing and persuading others to follow a particular course of action, using your technical expertise and knowledge

- Contributing ideas for improvements and developments to the rest of the team and the Technical officer.
- You will need to communicate what has happened throughout the day with the rest of the team via the log book or in person at hand over.
- The possibility of closing a pool due to contamination which will involve discussion with duty managers/supervisors.
- Listening carefully and ask questions to check understanding.

Safeguarding Our Customers

You will be responsible for assisting in ensuring that the pool water at the RCP is safe (chemically) and comfortable (temperature) and that the technical and mechanical installations are fit for use by the staff and the customers.

You will be handling and storing Hazardous chemicals and are responsible for doing so in a safe manner.

You will be implementing health and safety procedures to ensure the safety of customers and staff i.e. PAT, shower head cleaning, tap flush through and Legionella temp checks

You will protect staff and customers from injury when carrying out maintenance within the building.

Problem Solving

You will need to be able to analyse what the pool monitoring systems readings are saying, then work out what caused an issue and how it can be solved and bring it back into acceptable levels.

The RCP has a range of specialist and technical equipment that is new to Edinburgh Leisure or has not been installed within any venue on this scale.

You need to be able to stay calm and focussed and work methodically through Technical and mechanical issues when they arise as you and the team will be under considerable pressure to use your technical knowledge to get the equipment back to acceptable parameters to minimise any closures.

Impact On Organization

This role and the way it is delivered to staff and customers is critical to the smooth and safe running of the RCP in relation to all technical and mechanical systems, which in turn reflects positively on Edinburgh Leisure.

JOB DEMANDS

Physical

This post demands an element of 'hands on' working practice and you will be expected to be conversant with the demands contained within an engineering and pool plant facility.

	Bending, stretching, standing, pulling, pushing, walking, climbing and crouching and a degree of manual handling, are regularly required during the course of work (35%) Working in awkward and confined spaces will also be required (air handling units) (10%)
Mental	This role requires alertness and professionalism as you will be expected to respond to all people and situations appropriately. You will participate in a programme of planned/ preventive maintenance and are likely to be involved in several projects at the same time, however you must be able to quickly adapt and respond when faced with break-downs were your analysis of the problem and solutions can prevent a possible service failure or injury.
Emotional	The need to stay calm and analyse information systematically can stop a situation getting much worse, you have to be able to think before acting and not be unduly influenced by others.
Environmental	You will be required to work in a variety of environments both indoor and outdoor and will often work in areas of the building on your own. There is working at heights, the role involves building and climbing access platforms and ladders to work (20%) You will be exposed to differing levels of temperature, humidity, confined working and noise (60%) You will also be working and handling Hazardous pool chemicals in accordance with health and safety guidelines (20%) You will be required to wear PPE in a variety of situations.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Attainments:	Minimum standard is a practical qualification (e.g. Joinery/Electrical/Plumbing) with City & guilds/ BTEC or SVQ and/or have worked in engineering, facilities management, Maintenance, Water treatment or swimming pool and leisure industries for a minimum 2 years.	CIMSPA or equivalent pool plant operator qualification. Legionella Intermediate Certificate. Asbestos Awareness and Identification. Iosh certificate in managing safely. Pasma training. Safety line and harness training. Working at Heights training. First aid. Lift passenger release training. Portable appliance testing.
Knowledge and	A working knowledge of either swimming pool	Health and safety knowledge.

Experience:	installations or technical installations A commitment to on-going CPD (continuous professional development) in relation to all technical aspects of the role.	Experience of producing risk assessments
Additional Requirements (e.g. competencies):	Driving Licence Ability to use internet, email and basic word processing. Ability to correctly log and respond to the results of routine checks, while maintaining the correct details required for audit purposes	

DISCLOSURE/PVG REQUIREMENTS

Basic level Disclosure

I have read and understand this job description and I am clear about what is expected of me in this job.

Signed **Date**