**Plumber  
 National Forensic Mental Health Service (NFMHS)**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Plumber**  *(Grade Code: 5134)* |
| **Remuneration** | The salary scale for the post is: 01/03/2025:   |  | | --- | | €41,153, €42,299, €45,106, €45,388, €45,670, €45,951, €46,235, €46,517,  €46,800, €47,082, €47,395 |   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. |
| **Campaign Reference** | NFMHSPL2 |
| **Closing Date** | Friday 30th May 2025 @ 12.00 |
| **Proposed Interview Date (s)** | Due to the urgent requirement of this post, interviews will take place as soon as possible once the closing date has passed. This means that you may be called forward for interview at very short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Forensic Mental Health Service**  There is currently one permanent, whole-time post available.  The post holder will be based in the National Forensic Mental Health Service(NFMHS) in Portrane, North Co Dublin.  A panel may be created for the NFMHS from which current and future, permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Mr. Keith Webb, Maintenance Manager, NFMHS, Portrane, Co Dublin.  **Tel:** 087 4515773  **Email:** [keith.webb@hse.ie](mailto:keith.webb@hse.ie) |
| **Details of Service** | **National Forensic Mental Health Service (NFMHS)**  The NFMHS is based in the Central Mental Hospital (CMH). The CMH is the only specialist HSE Mental Health Service provider that provides Forensic Mental Health assessment and treatment in Ireland. It is the only approved and designated centre in the state that provides psychiatric care in conditions of maximum and medium security. The CMH operates as a therapeutic rather than penal institution and is part of the HSE.  The CMH has transitioned to a new purpose built campus facility in Portrane, in North Co. Dublin and includes the development of additional Forensic Mental Health Services  The campus is designed to provide care and treatment within high and medium secure services and includes a number of shared facilities. The new facility consists of 9 in-patient units, a medical and therapy centre and an administrative complex. Adjacent but external to the main hospital is a newly constructed 10-bed forensic CAMHS unit and a 30-bed Intensive Care Rehabilitation Unit (ICRU).  <https://www.hse.ie/eng/national-forensic-mental-health-service-portrane/about-the-national-forensic-mental-health-service/about-us/> |
| **Reporting Relationship** | The post holder will report to the Maintenance Manager and carry out such duties as delegated to him/her. The post holder will work under the direction and control of the Foreman, Maintenance Officer, Maintenance Manager or such other officers as the Health Service Executive may designate. |
| **Purpose of the Post** | The person appointed will carry out the performance of plumbing/mechanically related proactive, reactive and planned preventative maintenance activities of maintenance departments as part of a multi-disciplinary team comprising engineers, technicians, general operatives and supporting and specialist contractors. |
| **Principal Duties and Responsibilities** | **Professional**  *The Plumber will:*   * Attend to the operation maintenance and repairs of all equipment including but, not limited to:   + Hot water & Oil boilers   + Piped Medical gases   + Building management computer systems   + Ventilation systems   + Pressurisation and pumping systems   + Combined heat & power plant.   + Heating distribution systems   + Insurance Inspections   + Environmental control systems   + Natural gas systems   + Fuel storage & distribution systems   + Water Borne Disease Management Systems   + Energy management * Carry out planned preventative maintenance programmes, equipment checks, inspections and plant operational and performance log readings as set out by the Maintenance Foreman/ Deputy Engineering Officer. * Carry out the duties as designated under the HTM standards for competent persons. * Participate in the support of new development projects as required. * Arrange to have repairs and maintenance carried out by manufacturers or agents in cases where they cannot be carried out locally. * Provide hands-on technical assistance in the resolution of plant and control systems failures. * Carry out plumbing work necessary and incidental to the duties described herein. * Provide routine maintenance on plant, pumps, valves, etc., as required. * Maintain records of all servicing carried out in their area of responsibility. * Carry out plumbing and mechanical installation work, as required * Assist in the organisation of the system of routine maintenance for all plant and equipment. * Test and maintain log sheets on mechanical equipment as required. * Liaise with outside contractors, as required. * Operate within existing productivity agreements. * Be accountable for all tools, stock or equipment under his/her control and ensure that all such equipment is kept in the proper state of repair in accordance with safety standards. * Perform such duties as assigned to him/her. * Be required to complete any appropriate records and reports relating to their work e.g. work done, materials used, materials requisitioned, defects discovered, time taken, matters requiring further or future attention, etc. Management shall, from time to time, determine the type, form and content of appropriate records. This shall include but not be limited to computerised work management systems, planned preventative maintenance systems, building management systems and any new technology introduced by the Health Business Services (HBS) . This shall include but not be limited to palm top devices, tablet computers, laptop computers. * Comply with and work all policies and procedures of the HSE and be fully compliant with all Health and safety legislation, policies and guidance documents. * Co-operate in the introduction of any new techniques, methods, systems, and equipment required by management for increasing the efficiency or productivity of the maintenance service, and shall co-operate with consultants / advisors, and with persons appointed to study the techniques, methods, systems or equipment in operation in the maintenance service.   **Health and Safety**  *The Plumber will:*   * Use protective clothing and equipment as necessary, during the course of duty in accordance with the Health and Welfare at Work Act 1989 and 1985 and observe all other safety procedures currently in force. * Have a working knowledge of Health & Safety Legislation, including the Safety, Health & Welfare at Work Act (2005), Safety, Health & Welfare at Work (General Application) Regulations (2007), Safety Health and Welfare at Work (Construction) Regulations 2013 and a good level of knowledge regarding all other health and safety legislation. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Have a working knowledge of the National Guidelines for the Prevention of Nosocomial Invasive Aspergillosis during Construction/Renovation Activities Guidelines. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **General Responsibilities**  *The Plumber will:*   * Carry paging device, lone working device, mobile phone, lap top, etc., as required to insure personnel safety and good communications with the employee. * Co-operate and support the introduction of new technologies, and changes in work practice. * Carry a personal alarm system. * Participate in a controlled SOP for working in patient areas. * Maintain good communications with all staff work colleagues and contractors. * Promote a quality working environment within the HSE. * Also be required to participate in an on-call system and have flexibility where required to cater for specific arrangements such as emergency work, shutdowns, shift work and holidays, etc. * maybe be required to participate in a shift work rota at a future date. * Work all necessary overtime, planned and unplanned, to deliver upon water shutdowns, maintenance, repair, and contractor support in order to minimise the impact on the service delivery.   **Education & Training**  *The Plumber will:*   * Participate in training courses as specified by the HSE, to maintain an up-to-date knowledge of technology, communications and health care regulations. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Specification 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Candidates must have at the latest date of application:     1. **Professional Qualifications, Experience, etc.** 2. **Eligible applicants will be those who on the closing date for the competition:** 3. Possess a Quality and Qualifications Ireland (QQI) (NFQ) Level 6 (or Higher) Advanced Certificate Craft – Plumbing (or equivalent qualification).   **Or**   1. Possess the National Craft Certificate issued by FETAC.   **Or**   1. Possess the Senior Trade Certificate issued by Department of Education.   **Or**   1. Possess a Level 3 Technical/Trade qualification or equivalent issued by City & Guilds, London.   **And**   1. Candidates must possess the requisite technical knowledge and ability, including a high standard of suitability for the proper discharge of the office. 2. **Age**   Age restriction shall only apply to a candidate where s/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 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.   1. **Health**   A candidate 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.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Post specific Requirements** | * Experience in faultfinding ability of mechanical systems and experience of mechanical systems as applied to the acute hospital environment as relevant to the role. * Experience in buildings and services as relevant to the role, including building site or maintenance experience, * Have successfully undertaken or be willing to undertake the Soles Safe Pass Health & Safety Awareness Training Programme, or equivalent approved training programme in line with service need. (Please note if you have not undertaken this training, you will be required to successfully complete this training on taking up the post). |
| **Other requirements specific to the post** | * Candidates must have access to appropriate transport in order to fulfil the duties of the role. * The post holder may be required to travel to other sites as required to fulfil the duties of the post. * A HSE mobile phone/personal alarm or pager may he required to be carried during working hours. * The post requires a high level of flexibility to ensure the delivery of an effective and efficient service, therefore the post holder will be required to demonstrate flexibility as and when required. * Participate in a shift rota, as the service needs. |
| **Skills, competencies and/or knowledge** | ***Candidates must:***  **Technical & Professional Knowledge**   * Demonstrate sufficient technical knowledge to carry out the duties and responsibilities of the post, including a working knowledge of building trades. * Demonstrate sufficient, technical, and working knowledge of the prevention of Legionella, and associated infections, in Healthcare premises. * Demonstrate a good working knowledge of mechanical systems outlined above, such as but not limited to Ventilation Systems, Boilers, heating systems, etc. * Demonstrate knowledge of mechanical systems used in large scale and complex installations * Demonstrate a good working knowledge of pipe, gas and air welding. * Demonstrate a working knowledge of Building Management Systems. * Demonstrate a working knowledge of domestic and industrial plumbing. * Demonstrate experience of fabrication, welding and machining, as relevant to the role. * Demonstrate experience of commissioning and servicing industrial and domestic oil burners. * Demonstrate a working knowledge of commercial / industrial potable water systems, and the associated standards for the installation and maintenance of same. * Demonstrate computer and data recording skills and in particular in relation to recording status of works. * Demonstrate an ability to read and interpret working drawings and schematics.   **Planning & Organising Skills**   * Demonstrate experience in the measurement of materials and organising tools and equipment to complete maintenance and project work. * Demonstrate experience in the implementation and management of work schedules. * Demonstrate experience in the interpretation of method safety statements. * Demonstrate evidence of effective planning and organising skills. * Demonstrate an understanding of the importance of value for money in the performance of work. * Demonstrate the ability to manage deadlines and handle multiple tasks effectively. * Demonstrate experience in working effectively under pressure.   **Team Skills**   * Demonstrate the ability to work within a multi-disciplinary team to resolve problems and implement solutions. * Demonstrate the ability to work on own initiative.   **Communication / Interpersonal Skills**   * Demonstrate effective communication skills including the ability to present information on the extent and status of works in a clear and concise manner, written and verbal. * Demonstrate an ability to receive and implement instructions in an effective and efficient manner.   **Problem Solving & Decision Making**   * Demonstrate good problem solving skills to maximise first line repair capacity while avoiding compromise to certification requirements. * Demonstrate good judgement skills in relation to competency to complete & certify works.   **Commitment to Providing a Quality Service**   * Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user such as patients, general public, medical and non-medical staff. |
| **Campaign Specific Selection Process**  **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.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification 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. | |

**Plumber**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is **permanent** and **whole time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **39** hours per week. Your normal weekly working hours are **39** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. 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. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)