



Seymour Health - Position Description

Position Title:	Maintenance Assistant
Directorate/Team:	Business Services
Award/Classification:	Award: Health and Allied Services (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020 Classification:
Version Number:	1.0 Date Written:
Version updates:	
Approved by:	Signature:
	Name: Chris McDonnell
	Position: Chief Executive Officer
	Date: September 2017
Seymour Health	
<p>Seymour Health is a:</p> <ul style="list-style-type: none"> • 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, post-acute care, day procedure and palliative care; • It also has a 30 bed high care aged residential care facility: and • Community services, including District Nursing, Planned Activity Group, • Sub-Acute Ambulatory Services including Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietitian and Diabetes Education. • Support services including administration, food, hotel and maintenance services. • Private pathology and medical imaging services are available on site. • Visiting specialists and local General Practitioners provide the medical services. 	
PURPOSE	
<p>The focus of this role is to provide assistance to the engineering and maintenance team in ensuring the hospital facilities and equipment are well maintained in line with OH&S and other compliance requirements.</p> <p>The Maintenance Assistant is accountable to the Maintenance Officer:</p> <ul style="list-style-type: none"> • For the completion of essential services equipment inspections and maintenance • For preventative and reactive maintenance on facilities, buildings, grounds and equipment at the various sites. • Participate in on-call roster for afterhours emergency maintenance support. 	

ORGANISATIONAL RELATIONSHIPS

Reports to: Maintenance Officer, Director Business Services & Performance

External Liaisons: External suppliers, contractors and other relevant organisations

Internal Liaisons: All employees at Seymour Health

KEY RESPONSIBILITIES AND DUTIES

- Complete daily, weekly and monthly checklists on essential services equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Inspect, operate, and test machinery and equipment in order to diagnose machine malfunctions.
- Perform preventative maintenance on buildings or equipment (mechanical) on a regular scheduled basis. Tasks may include inspecting belts, checking fluid levels, replacing filters, greasing bearings, seals, etc.; as well as repairing or replacing broken parts.
- Perform repair or general maintenance work of facilities, buildings, grounds, and equipment at various sites including, carpentry, plumbing, masonry, glazier, and painting tasks.
- Perform minor repairs, troubleshooting, and adjustment of locks on cabinets, doors, closets, desks etc.
- Undertake minor plumbing repairs such as replacing taps & washers, repairing leaky cisterns.
- Fabricate and repair counters, benches, partitions, and other wooden structures
- Repair or replace defective equipment parts using hand tools and power tools, and reassemble equipment.
- Move and assist with transportation of furniture and equipment.
- Maintain general up-keep of premises.
- Respond to emergency maintenance requests as required.
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
- Plan and lay out repair work using diagrams, drawings, blueprints, maintenance manuals, and schematic diagrams.
- Exercise discretion when identifying projects that need specialist and/or technical qualifications and refer these to the Maintenance Officer as appropriate.

- Operate a computer which controls and monitors mechanical equipment and utility systems as required.
- Maintain all documentation in relation to maintenance activities and scheduling as directed.
- Obtain estimates for supplies, repair parts; orders parts as needed.
- Fill in for Maintenance Officer during leave of absence, completing invoices for services and checking Maintenance Log A Job requests from staff and attending to requests by priority.
- Participate in the on call roster for the provision of afterhours emergency maintenance support.
- Assist Facilities & Assets Co-Ordinator with Fleet vehicle servicing and panel shop repairs.

- Ensure the safety of yourself and others in line with the organisations WHS policies and procedure and the Workplace health and safety Act 2011
- Ongoing compliance with Quality System and Clinical Governance requirements
- Perform other duties reasonably required as directed

SPECIALIST SKILLS AND KNOWLEDGE

Not applicable

MINIMUM QUALIFICATIONS AND EXPERIENCE

Previous experience in the provision of general building and grounds maintenance

MANDATORY COMPETENCIES

Unless an employee is able to produce evidence of successfully completing a mandatory competency, the employee will be required to successfully complete the competencies within the first three months of employment. Each employee is required then to successfully complete these mandatory clinical competencies annually.

Mandatory Competencies to work in specific areas are shown in the attachment to this document.

Organisational Values

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**
Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others
- **Accountability and Responsibility**
Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.
- **Honesty, Integrity and Trust**
Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.
- **Support**
Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.
- **Open and Transparent Communication**
Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

It is expected that staff will also work according to these Values when working directly with clients and members of the community.

Occupational Health and Safety

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace..
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies.

Key Selection Criteria

Essential

- Previous experience in the provision of general building and grounds maintenance
- Demonstrated ability to work safely – Awareness of relevant legislation (e.g. OH&S Act, Manual Handling regulations) as this relates to the maintenance of the buildings and grounds.
- Demonstrated experience and competency in the use of tools and equipment related to maintenance and grounds management
- Basic computer skills, including email, word, excel and internet explorer
- Ability to work effectively, respectfully and collegially in team environment.
- Well-developed interpersonal skills and ability to work with residents and staff of differing cultural, ethnic and socio-economic backgrounds whilst maintaining role and professional boundaries.
- Proven ability to work independently under limited supervision
- Proven ability to work as part of a team
- Demonstrated knowledge and understanding of regulatory guidelines.
- Full Victorian Drivers Licence.
- Excellent planning, organizing and time management skills
- Good written and verbal communication skills
- Ability to work under pressure in a demanding environment
- Ability to meet deadlines
- Satisfactory Current Police Check

Desirable

- Appropriate trade qualification (preferred but not essential)
- Knowledge/experience completing Job Safety Analysis/Risk Assessments
- Qualifications, experience or training in OH&S highly regarded

Special Requirements

- New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
- During the course of employment, if an individual is charged with or convicted of any offence, they must advise their manager within 7 days. The matter will be referred to the Manager People and Culture who will arrange for a police records check to be conducted at the individual's expense. If there is a disclosable record it will be assessed and a decision will be made in relation to the individual's ongoing employment or engagement.
- New staff who will be working in Acute Services, District Nursing, Theatre or as Clinical Educators will be required to have a Working with Children's Check to work in that particular work unit.
- In relation to Working with Children, during the course of employment if a staff member is issued with a Negative Interim Notice or a Negative Notice they must advise the Manager People and Culture within seven (7) days who in conjunction with the relevant Director will make a risk assessment and decision on continuing the employment of the staff member.
- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.

- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.

INCUMBENT STATEMENT

I, _____ have read, understand and accept
(please print name)
the above Position Description.

Signed: _____ Date _____

Copy to staff member: Yes No



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 SUPPORT MANDATORY COMPETENCIES	Bullying Harassment for Employees (e3)	General Evacuation Training (e3)	Hand Hygiene (e3)	Health Records Act (e3)	Manual Handling practical	Preventing & Managing Occupational Violence (e3)	Warden Training (e3) - wardens only	Work Health & Safety Fundamentals (e3)	Working at Heights Hazard Guide (e3)	Working Safely with Hazardous Chemicals in the Workplace (e3)	Food Safety
SUPPORT											
Administration											
Aboriginal Health Transition Officer	●	●	●		●	●	●	●			
Ambulatory Care Centre	●	●	●	●	●	●	●	●			
Acute	●	●	●	●	●	●	●	●			
Barrabill	●	●	●	●	●	●	●	●			
Community Nursing	●	●	●	●	●	●	●	●			
Corporate	●	●	●		●	●	●	●			
Dental	●	●	●	●	●	●	●	●			
Finance	●	●	●		●	●	●	●			
HR	●	●	●	●	●	●	●	●			
HR Officer	●	●	●		●	●	●	●			
Medical Records	●	●	●	●	●	●	●	●			
Food Services	●	●	●		●	●	●	●			●
Hotel Services	●	●	●		●	●	●	●	●	●	
Maintenance / Stores	●	●	●		●	●	●	●	●	●	

- indicates annual competency
- indicates biennial competency
- one-off requirement and highly recommended in following years