



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Electrical Maintenance Tradesperson
<b>DEPARTMENT:</b>	Engineering
<b>CLASSIFICATION:</b>	Snr Elect Trades Complex (SJ13)
<b>INDUSTRIAL INSTRUMENT:</b>	Victorian Public Health Sector Maintenance Multi-Employer Agreement 2017-2021.
<b>REPORTS TO:</b>	Chief Engineer / Maintenance Trades Coordinator
<b>PRE-REQUISITES:</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• Recognised Trade Certificate and Licence(s).</li><li>• Recent experience in a similar role.</li><li>• Extensive experience in electrical / mechanical, of all forms of building maintenance.</li><li>• Current Police Check.</li><li>• Current Working with Children Check.</li><li>• Current Flu Vaccination (evidence required).</li></ul>

### KEY SELECTION CRITERIA:

- Able to demonstrate the ability to work well in maintenance teams, establishing harmonious working relationships with others.
- Able to demonstrate a commitment to providing excellent customer service.
- Recent experience in a similar role.
- Extensive experience in electrical / mechanical, of all forms of building maintenance.

### OUR PURPOSE:

The purpose of Benalla Health is to care for our community by providing safe, high quality healthcare for everyone.

### OUR VALUES:

Compassion, Empathy, Accountability, Respect and Excellence.

### POSITION SUMMARY:

To maintain electrical equipment and tools throughout the organization by ensuring regular electrical maintenance, repair and safety checks are done as scheduled and in response to maintenance requests.

To carry out general maintenance tasks as required to all buildings, equipment, plant, machinery, fixtures and fittings as directed by the Chief Engineer / Maintenance Trades Coordinator. To carry out general maintenance, fabrication and installation work as directed by the Chief Engineer / Maintenance Trades Coordinator.

## **RESPONSIBILITIES:**

- Maintenance of hospital plant and machinery, fixtures and fittings to approved standards (internal maintenance unit standards and where applicable those imposed by external regulatory bodies).
- Carrying out scheduled maintenance checks, scheduled tests, scheduled maintenance / cleaning, examination, fault diagnosis, repair and where approved by the Chief Engineer / Maintenance Trades Coordinator, modifications to: air-conditioning units (fan motors, fan belts, lubrication - commercial and domestic type), automatic doors, automatic food vending machines, boilers, electrical appliances – TV's, hairdryers or similar, emergency generators, emergency lighting (including batteries), fire alarm systems, food production equipment, heating plant and equipment, heating pump motors, hot / cold water systems (incl. flow and thermostats), intercom and Nurse Call systems, refrigerators and deep freezers, security and night light systems, sterilization equipment, washers and laundry equipment, waste-disposal, treatment systems and plant, and water – heating / cooling, treatment systems and plant.
- Documenting all work done using the established records system – using daily logs and history cards to record dates, inspections done, meter / indicator readings, work carried out, parts and resources used or replaced.
- Immediately reporting any unsafe equipment or equipment experiencing regular malfunction / breakdowns to the Chief Engineer / Maintenance Trades Coordinator. Making recommendations as to most cost effective solution – repair, replacement, alternate systems or methods to effect problem solving.
- Using and cleaning equipment in a safe manner according to documented procedures.
- Maintaining a clean and hygienic work environment.
- Participating in the quality and accreditation programs, contributing to the processes whereby the quality of maintenance services is continuously improved. This includes being aware of own and others work practices and looking for better more efficient, effective and safer ways of doing things. Making the effort to identify and advise the Chief Engineer / Maintenance Trades Coordinator if improvements can be made and how this might be done.
- Reviewing and attending training related to all relevant policies, procedures and work practices including how to deal with internal and external emergencies, achieve good infection control, good maintenance practice, give good customer service, achieve occupational health and safety and safe work practices.
- Complies with all organisational policies and procedures, for example – Safety and Information Privacy.
- Compliance with infection control policies and procedures.

## **All work is done in accordance with approved standards (internal maintenance unit standards and where applicable those imposed by external regulatory bodies):**

- Maintenance schedules, documented standards, procedures and manuals are reviewed as a matter of course before commencing work and used during work where necessary.
- All work done would meet required standards upon inspection by Electrical Standards Assessors, Trade Standard Assessors, WorkCover Authority Assessors, EQuIP Assessors and other regulatory bodies.
- Work and inspections are done on time as scheduled / required.

## **SAFE WORK PRACTICE:**

### **Works in the safest possible environment and uses the safest possible methods:**

- Keeps work areas (including those not in use or in use by others who are busy and need support) clean, well-organised and free of obstructions or hazards.
- Reports immediately to the person in charge and where practicable removing from use or labelling as unfit for use, faulty, damaged or otherwise unsafe equipment, furniture or fittings.
- Takes personal responsibility for removing from use or labelling as unfit for use, faulty, damaged or otherwise unsafe equipment, furniture or fittings.

- Reports or records problems directly using history card, log and requisition system so repairs or replacement can be done as soon as possible.
- Cleans up spillages (however caused and whomsoever caused by) immediately.
- Always uses appropriate hazard signs and barriers if an area is hazardous.
- Works at all times in accordance with the established procedures, obeying safety rules.
- However busy - helps and insists upon all staff complying with safe work practices.
- Reports unsafe work practices.

#### **TIMELY COMPLETION OF WORK:**

**All regular and allocated work is completed by the required deadlines and to the required standards:**

- Reviews outstanding work orders regularly and prioritises work first and foremost to ensure the safety of patients and staff and then efficient and effective functioning of key systems.
- Seeks the assistance of the Chief Engineer / Maintenance Trades Coordinator if priorities are difficult to determine.
- Works to the allocated schedule and keeps the Chief Engineer / Maintenance Trades Coordinator informed if work is delayed for any reason.
- Maintains awareness of the schedules of others and when time and work priorities permit, helps other staff with their allocated work.

#### **TEAMWORK:**

**There is cooperation and harmony within the maintenance services team:**

- Recognises and shows respect for the roles of all staff in the delivery of care and hospital services.
- Establishes and maintains cooperative and respectful relationships with others.
- Contributes, where appropriate, to decisions on developing or reviewing policies and procedures.
- Recommends to the Chief Engineer / Maintenance Trades Coordinator any means to improve: working conditions, routines, personal relationships and quality of service provided for patients and other recipients of the department's services.
- Appearance is always neat / well-groomed and behaviour towards patients and staff is always courteous and pleasant.
- Attends meetings and training sessions as required.

#### **SAFETY MANAGEMENT SYSTEMS:**

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures.
- Reporting hazards and injuries.
- Participating in OH&S consultation and OH&S training.
- Cooperating with managers and supervisors to ensure that OH&S responsibilities are met by all.
- Not wilfully interfering with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measure put in place by the employer and any related OH&S requirements.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline.

**QUALITY & RISK:**

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

**POLICIES & PROCEDURES:**

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the Benalla Health Intranet site.

**RISK MANAGEMENT:**

All staff have a responsibility to identify and report risks in their workplace. All staff are required to participate in risk management training identified as relevant to their position and level of employment.

**CONFIDENTIALITY:**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

**MANDATORY ORGANISATIONAL COMPETENCIES:**

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete competencies as prescribed (on commencement, annually, every two years or as otherwise stated).

Refer to the organisations mandatory training policy for full details.

**PREVENTION AND RESPONSE TO FAMILY VIOLENCE:**

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at Benalla Health will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and morale.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

**PERFORMANCE REVIEW & DEVELOPMENT:**

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review.

If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

*This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.*

*This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.*

*To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.*

*As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.*

<b>EMPLOYEE'S NAME:</b> _____
<b>EMPLOYEE'S SIGNATURE:</b> _____
<b>DATE:</b> ...../...../.....

<b>MANAGER'S NAME:</b> _____
<b>MANAGER'S SIGNATURE:</b> _____
<b>DATE:</b> ...../...../.....

**CREATED:**       July 2018  
**REVISED:**       February 2021

# Benalla Health

## Aligning behaviours to our Values and Code of Conduct

Compassion	Empathy	Accountability	Respect	Excellence
<b>In our team we ...</b>				
<p>are kind to each other</p> <p>are forgiving</p> <p>respect personal space</p> <p>seek clarity where there is uncertainty</p> <p>maintain confidentiality for those in our care and those we work with</p> <p>encourage and support each other to discuss issues</p> <p>ensure open consultation and two-way communication</p> <p>use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives</p> <p>we see the person as being separate from any unacceptable behaviour.</p>	<p>ask others 'how can we help'</p> <p>act to include each other</p> <p>seek to understand the facts</p> <p>will support those who admit errors</p> <p>pull together especially in tough times</p> <p>have patience for those who are learning</p> <p>are safe to question and be inquisitive</p> <p>report incidents and mistakes recognising we work in a 'just' culture</p> <p>promote a culture of continuous improvement</p> <p>summarise what we have heard to demonstrate our understanding</p> <p>have fun</p>	<p>are honest and reliable</p> <p>do what we say we will do</p> <p>are honest with each other</p> <p>call below the line behaviour.</p> <p>reflect on our own behaviour.</p> <p>acknowledge problems and seek and/or offer a solution</p> <p>have the courage to speak up and use our voice</p> <p>will comply with reasonable directives</p> <p>follow policies and procedures including rostering rules</p>	<p>acknowledge the views, opinions, beliefs and ideas of others</p> <p>say thank you</p> <p>manage each other up</p> <p>encourage robust discussion</p> <p>smile and greet each other</p> <p>acknowledge people from culturally diverse backgrounds</p> <p>turn up on time</p> <p>apologise when we have hurt others and/or have been below the line in our behaviour.</p> <p>model and demonstrate polite behaviour.</p> <p>use AIDET when we communicate</p> <p>follow our organisation's dress code and dress appropriately</p>	<p>have a 'can do' attitude</p> <p>work hard</p> <p>choose our attitude</p> <p>encourage innovation</p> <p>lead by positive example</p> <p>work as a team</p> <p>acknowledge when we are wrong</p> <p>encourage each other to be the best we can be and celebrate each other's achievements</p>
<b>In our team we do not ...</b>				
<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour.</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumour, mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
<b>Our standard is what we choose to walk past ...</b>				