



POSITION DESCRIPTION

Date	February 2020
Position Title	Maintenance Officer - Electrical
Division	Quality & Risk – Engineering (Maintenance)
Reports to	Manager, Engineering

SECTION 1

Mission, Vision and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctor’s, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God’s love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

Following the direction of the Manager, Engineering enable the hospital to provide a well-maintained, clean, physically safe, accessible and welcoming environment for patients, staff and visitors.

SECTION 3

Key Working Relationships

INTERNAL	EXTERNAL
Chief Executive	Contractors
Executive Manager Business Services	Suppliers
Executive Manager Care Services	Family members
Managers of Business units	Visitors
All staff	

Teamwork, Respect, Integrity, Compassion, Excellence, Professionalism

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Preventing and Controlling Health Care associated Infection

- Perform hand hygiene

Maintenance tasks

- Take steps to ensure the provision of prompt, efficient and responsive client service personally in work role.
- Provide competent maintenance and servicing of Hospital equipment within the guidelines of relevant trade.
- Comply with governance, compliance and accountability requirements as directed by supervisor
- Be responsive to changes in customer needs; manage customer expectations by clarifying expectations
- Work to agreed priorities, outcomes, time constraints and assigned resources; assist with monitoring projects against plans and is responsive to changes in requirements
- Adhere to documentation procedures
- Work to ensure the safety of self and others within the legislative requirements of Work, Health and Safety.
- Use and store chemicals according to Material Safety Data Sheets; report all hazards and incidents
- Understand Electrical/Mechanical engineering and basic building principles in order to carry out a range of basic maintenance tasks. Maintain current electrician's license and knowledge to meet governmental regulations.
- Install, maintain and repair of both single and three phase electrical installations and services, including fault diagnosis on plant and equipment across all site.
- Maintain, troubleshoot, and repair machinery as required
- Maintain and repair a wide range of mechanical plant and equipment which includes:
 - Lights and lighting systems including cleaning and lamp replacement
 - Domestic appliances
 - Portable appliances including tests and basic repairs
 - Generator testing
 - Kitchen and catering equipment
 - Monitoring of gas fired boilers
 - Cooling/Heating systems Ventilation and air conditioning systems
 - Domestic hot and cold-water services
 - Firefighting equipment
 - Fire alarm testing
 - Reverse Osmosis / Softener plants
 - Legionella checks
 - Ordering as required medical gas
 - Repair or organise the repairs of medical equipment
- Organise daily work patterns around identified demands and priorities.
- Always carry and respond to communication devices (mobile phone/Handheld device).
- To work overtime as and when requested and participate in an out of hours on-call scheme

- if required
- Maintain workshops and other engineering spaces in a clean and tidy condition
- Other duties as directed

SECTION 5
Health, Safety and the Environment

- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment

SECTION 6
Quality and Risk

- Record initiatives and issues in Riskman
- Abide by Bethesda Health Care’s Code of Conduct, Work, Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

SECTION 7
Partnering with the Consumer

- Acknowledging patients, responding to general non-clinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

SECTION 8
Selection Criteria

Qualifications
<p>Essential</p> <ul style="list-style-type: none"> ▪ Current Police Check. (no more than 6 months old) ▪ Maintenance Electrician qualification in relevant trade (Grade A electrical license) ▪ “A” class driver’ licence <p>Desirable</p> <ul style="list-style-type: none"> ▪ NIL
Knowledge
<p>Essential</p> <ul style="list-style-type: none"> ▪ Working in a safe manner to meet requirements of OSH legislation ▪ Manual Handling practice ▪ EEO practices and principles <p>Desirable</p>

Quality improvement and risk management processes
Skills
<p>Essential</p> <ul style="list-style-type: none"> ▪ Working in a safe manner to meet requirements of WHS legislation ▪ Safe Manual Handling practices ▪ EEO practices and principles <p>Desirable</p> <ul style="list-style-type: none"> ▪ Quality improvement and risk management processes
Experience
<p>Essential</p> <ul style="list-style-type: none"> ▪ Working effectively as part of a multi-skilled team ▪ Organising own time and work processes to meet deadlines ▪ Determining and exceeding customer expectations ▪ Building and sustaining relationships with colleagues and customers <p>Desirable</p> <ul style="list-style-type: none"> ▪ Worked in a Maintenance department within a hospital environment

SECTION 9
Acceptance of Position Description

Employee

Date

Manager

Date