



# POSITION DESCRIPTION

<b>Date</b>	July 2021
<b>Position Title</b>	Plumbing Maintenance Coordinator
<b>Division</b>	Quality & Risk – Engineering (Maintenance)
<b>Reports to</b>	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 Officer	Contractors
Executive Managers	Suppliers
Managers of Business units	Family members

Teamwork, Respect, Integrity, Compassion, Excellence, Professionalism

Maintenance staff	Visitors
All staff	

## 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 plumbing license and knowledge to meet governmental regulations.
- Maintain, troubleshoot, and repair machinery as required
- Maintain and repair a wide range of mechanical plant and equipment which includes:
  - All plumbing services
  - Domestic appliances
  - 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

#### **Coordination tasks**

- Under the guidance of the Manager, Engineering, plan, schedule and coordinate the installation, maintenance and repair work of equipment and assets.
- Inspect sites on a regular basis to identify issues and articulate requisite maintenance
- Manage internal work orders by prioritising and organising the workflow and ensuring maintenance staff are equipped and understand their delegated tasks
- Liaise with contractors and conduct follow up on all maintenance and repair work performed by them
- Assist in the coaching and development of maintenance staff
- Act as a conduit between maintenance staff and management and assist in the resolution of issues that arise

### **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**

<b>Qualifications</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Current Police Check. (no more than 6 months old)</li> <li>▪ Plumbing / Electrician qualification in relevant trade</li> <li>▪ “A” class driver’ licence</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ NIL</li> </ul>
<b>Knowledge</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Working in a safe manner to meet requirements of OSH legislation</li> <li>▪ Manual Handling practice</li> <li>▪ EEO practices and principles</li> <li>▪ <b>Desirable</b></li> </ul> <p>Quality improvement and risk management processes</p>
<b>Skills</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Working in a safe manner to meet requirements of WHS legislation</li> <li>▪ Safe Manual Handling practices</li> <li>▪ EEO practices and principles</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Quality improvement and risk management processes</li> </ul>
<b>Experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Working effectively as part of a multi-skilled team</li> <li>▪ Organising own time and work processes to meet deadlines</li> <li>▪ Determining and exceeding customer expectations</li> <li>▪ Building and sustaining relationships with colleagues and customers</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Worked in a Maintenance department within a hospital environment</li> </ul>



**SECTION 9**  
**Acceptance of Position Description**

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Employee

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Date

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Manager

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Date