

Position Title: Maintenance Technician

Campus: Horsham and Dimboola
Directorate: Redevelopment and Infrastructure
Department: Engineering Services
Reporting to: Engineering Services Manager
Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Dependant on qualifications and experience
Enterprise Agreement: Maintenance (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Maintenance Technician works under the day-to-day supervision of the Leading Hand to maintain the buildings, plant, energy, medical gases, and emergency building services and perform alterations to buildings and capital works primarily across Dimboola & Horsham campuses. The Maintenance Technician complete preventative and corrective maintenance daily including performing regular testing and maintenance on boilers, sterilisers, and other hospital equipment. Additional duties based on qualifications, licenses and registrations held will be allocated as per the accountabilities.

A key requirement of the position is participation in a rotating weekend and public holiday morning shifts and 24/7 on call roster that ensures continuity of service delivery across Horsham & Dimboola campuses. All team members are responsible for ensuring team members and maintenance contractors work safely, comply with relevant legislation, guidelines, regulations, and procedures and, where required, assist at other campuses.

KEY ACCOUNTABILITIES

All Maintenance Technicians

- Complete assigned tasks efficiently and effectively and assist with the “Essential Safety Measures Program” to achieve statutory compliance by collaborating with both other team members and contractors
- Maintain all Plant and Equipment across the Horsham & Dimboola Campuses including performing inspections, fault finding, assembly, preventative and corrective maintenance on plant and equipment
- Carry out routine testing, repair and general maintenance of unattended steam boilers plant and equipment to meet Worksafe regulations to 3MW capacity
- Complete all required documentation or electronic records accurately and with sufficient detail
- Check and change the piped medical gas cylinders when required
- Perform duties required for the planned maintenance program, including daily maintenance of vehicle fleet
- Work within Infection Control guidelines relating to Engineering and take a proactive role in all OH&S matters
- Ensure plant rooms, Fire Pumps are maintained in clean and safe manner
- Assemble, test and asset new equipment including Electrical Safety Testing
- Assist with the maintenance of grounds and gardens when requested
- Ensure adequate spare parts are available for the timely repair of equipment
- Collaborate effectively and assist other team members and contractors to achieve completion of planned maintenance and other required tasks.
- Provide service after normal hours if required and participate in on call / after hours, boiler rotating day and afternoon shift rosters, including weekends and public holidays
- Work in a flexible manner to ensure organisational requirements and safety guidelines are met
- Carry out work duties in a safe manner by adhering to GH Occupational Health and Safety Policies, regulations and agreed safe work procedures and report any potential hazards/or incidents occurring in the workplace immediately

Electrical

- Routine electrical maintenance, respond to faults and wiring issues, and install electrical services for new plant and equipment.
- Support and maintain electrical infrastructure, including back up power infrastructure
- Support electrical preventative maintenance and coordination of disruptive works
- Review, investigate and respond to electrical incidents
- Ensure the linen department electrical infrastructure is maintained in a safe & reliable operating condition, providing prompt service to ensure continuation of linen output
- Maintain the required electrical spare parts for GH, including linen service equipment, to adequate levels & store in a tidy & logical manner
- Ensure compliance with legislation for certificates of electrical safety, work in accordance with Electrical Safe Victoria Guidelines and Occupational Health and Safety Standards.

Plumbing

- Provide corrective and preventative maintenance to water, sewerage & steam systems, fire pumps & hydrants, boilers and other plant & equipment to ensure continued service delivery across the health service and coordination of disruptive works
- Ensure compliance with legislation for plumbing compliance certificates, work in accordance with Building Act, Plumbing Regulations, Plumbing Code of Australia and Occupational Health and Safety Standards.
- Maintain the required Plumbing tools, spare parts for GH, including linen service equipment, to adequate levels & store in a tidy & logical manner

KEY SELECTION CRITERIA

Essential:

- Mechanical, building & joinery, electrical or plumbing aptitude with relevant experience in a similar environment
- Ability to prioritise and problem solve to work with varying and competing demands
- Good interpersonal skills with ability to work effectively both independently and within a multidisciplinary team
- Ability to work in a flexible manner and perform on call, weekends, public holidays and afternoon shift work
- Current Drivers licence
- Well-developed literacy and computer skills
- Willingness to have additional training and skill development (includes electrical safety testing and boiler maintenance)

Desirable:

- Certificate / License or registration in Electrical, Plumbing, Mechanical, Automotive or Building trade such as Electrician, Plumber, Fitting & Turning, Welding & Steel Construction, Automotive, Air-conditioning and/or experience in construction or general maintenance activities
- Current Worksafe Licence for High Risk Work
- Willingness to obtain a Medium Rigid endorsement on Drivers Licence
- Experience with plant maintenance activities in a large organisation

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.

- All team members must adhere to infection control policies and procedures, any State and/or Commonwealth Government rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.