

Eastern Health

POSITION DESCRIPTION

Position Title:	Maintenance Supervisor
Award Classification:	HS3
Award / Agreement Name:	The Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Position Reports to:	Lead maintenance Manager BHH

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and state-wide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs.



1. POSITION PURPOSE

Eastern Health is a multi-campus health service providing a full range of health care at over fifty locations in the Eastern Suburbs of Melbourne. The role of the Engineering and Infrastructure Services Department is to:

- Ensure all aspects of building compliance including
- maintain the buildings, plant, energy supplies, medical gases and emergency building services
- perform minor alterations to buildings.
- assist business owners with maintenance of non-medical equipment.
- assist in major capital works.

The Engineering and Infrastructure Services Department consists of Service Hubs, Four Engineering and Infrastructure Services Hubs supported by a central customer service area including support for car parking and access (not BHH) area. Each Engineering and Infrastructure Services hub provides support to a major Eastern Health campus together with a number of minor sites.

Reporting to the Lead maintenance Manager BHH the position is responsible for supervising maintenance at Eastern Health's Blackburn Public Surgical Centre and other selected sites. Work includes maintenance to buildings and non-medical equipment and operation day to day building systems. A key requirement of the position is to ensure staff and maintenance contractors work safely and follow Eastern Health's procedures. It is expected that they role will perform some minor repairs.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

In accordance with documented work instructions the Maintenance Supervisor must prioritise, arrange, oversee and complete maintenance works at the site including:

- Co-Ordinate the maintenance teams daily activities including the allocation of works orders to the relevant staff trades and contractors.
- Co-ordinate new works obtaining quotes for materials or services in conjunction with the Lead maintenance Manager BHH.
- Direct & supervise contractors, placing orders and ensuring completion of works to Eastern Health quality standards.
- Ensuring systems are operational (at the completion of works) or their status is known by the wider Eastern Health stakeholder group that may be affected by their status.
- Ensure that inspections, preventative and corrective maintenance on mechanical services and non-medical equipment are performed and recorded as such.
- Undertake direct repairs and inspections within qualification and licensing.
- Manage Notifications of upcoming works/shutdowns/interruptions to Engineering and Infrastructure Services
- Co-Ordinate the essential services testing under the direction of the responsible Infrastructure Manager.
- Co-Ordinate the testing of items that appear on the sites certificates of Occupancy or Maintenance determination such as Air Conditioning, Filtration, Fire Testing etc. under the direction of the responsible Infrastructure Manager.
- Co-Ordinate preventative maintenance activities, including the recording of activities and results into relevant recording systems provided.
- Administer and manage day to day activities required to comply with organisational obligations such as induction, essential services work records, High Risk Construction Work and essential maintenance as requested by the Engineering and Infrastructure Manager.
- Carrying out log book inspections and completion of documentation.
- Use the Computerised maintenance system for managing maintenance requests.
- Organise and co-ordinate/performance routine inspections as directed by the Lead maintenance Manager or the preventative maintenance work order systems.
- Document the outcomes of routine inspections using the systems/methods allocated.
- Oversee the monitoring Operations of plant e.g. Stored gas levels, Boiler Chemicals etc.
- Perform equipment isolations including the operation of fire and EWIS panels

In addition, the incumbent must:

- Participate in the on-call support roster.
- Use Microsoft Excel, Word and Outlook at a moderate level including information entry, document management and emailing in correct formats.
- Use the organisationally accepted software systems in line with requirements for rostering, time and work records, training and similar activities
- Complete documentation and associated records related to Eastern Health activities in a manner that is consistent with both local and organisational procedures and can be easily understood by others.
- Work within Infection Control guidelines relating to Engineering.
- Take a proactive role in OH&S.
- Work reasonable overtime as required.
- Support trades staff and contractors as appropriate
- Order materials as directed/authorised.
- Provide input into plant and equipment inspections and the Hospitals preventative maintenance program.
- Carry out Audits on contractor and staff safety systems.
- Carry out other duties as requested by the Site Lead maintenance Manager

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of

adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

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.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Relevant experience in the supervision and co-ordination of trades in buildings
- Ability to participate on the hospital on call roster
- Demonstrable skills analytical skills/fault finding
- Demonstrable skills in document control of trade and engineering documentation
- Demonstrable skills in computer systems and record keeping
- Demonstrable skills in operating Building plant, e.g. emergency generator, Fire Alarm Panels, Air-conditioning systems etc.
- Excellent communication and organisational skills
- Ability to work around mechanical plant and equipment
- Ability to work in a team environment
- Current full Victorian Drivers Licence
- A passion for job completion to a high standard
- A relevant Trade Certificate eg Plumbing, A grade Electrician, Fitter.
- An understanding of the OHS regulations.

Desirable

Qualifications or Experience in the operation of some or all of the following;

- Mechanical services within the hospital environment
- Cabinetry & Carpentry
- Air conditioning
- Medical gases
- Test Tagging certificate
- EWP licences
- Certificate 3 in OHS for the construction industry
- HV Operators Certificate

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au