

Eastern Health

POSITION DESCRIPTION

Position Title:	Electrical Maintenance Officer – Infrastructure Services
Award Classification:	OB37 - OB40
Award / Agreement Name:	VICTORIAN (PUBLIC SECTOR) Enterprise Agreement 2023 – 2027 Metal Industry (AUS/21)
Position Reports to:	Infrastructure Services Maintenance Supervisor

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 statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



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 Infrastructure Services Department is to maintain the buildings, plant, energy, medical gases, and emergency building services and perform alterations to buildings and capital works.

Reporting to the Maintenance Supervisor the position is responsible for specific parts of the buildings operation including electrical and controls systems and fire alarms. The position will at times be required to be the first responder to building and equipment faults, supervise specialist contractors and other Eastern Health staff as well as raising Purchase Orders.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

In accordance with documented work instructions the Maintenance Officer must prioritise and complete maintenance repairs works including:

- Minor Electrical repairs and installations to buildings and equipment.
- Isolate and de-isolate Fire Alarm Systems.
- Issue work permits.
- Where appropriate lodge certificates of electrical safety.
- Preventative maintenance including filter changes and sensors calibration.
- Carry out general non electrical building maintenance works
- Carrying out logbook inspections and completion of documentation.
- Obtaining quotes for materials and where directed, carry out minor works and maintenance; place orders within delegation and supervising staff and contractor as required.
- Liaise with IPAC and other Eastern Health Departments as required.
- Perform routine inspection on plant items as directed by the supervisor or the preventative maintenance work order systems.
- Carry out maintenance duties as scheduled by the Organisation's work order system
- Where required monitor operation of plant e.g. stored gas levels, Boiler Chemicals etc.
- Daily monitoring of Building Automation Systems (BAS) and check out any faults & alarms. Fix faults as required where possible otherwise engage contractors to rectify.
- Check nominated essential services as required, arrange/perform the follow up action and document the work completed
- Participate in the afterhours on call roster
- Perform generator and other after hour tests.

In addition, the incumbent Maintenance Officer must:

- Be able to use Microsoft Excel, Word and Outlook at a basic level including information entry, document management and emailing in correct formats.
- Complete documentation and keep records related to Eastern Health activities in a manner that is consistent with organisational procedures and can be easily understood by others.
- Collect urgent maintenance materials from suppliers as directed by supervisors.
- Work within Infection Control guidelines relating to Infrastructure Services.
- Take a proactive role in OH&S.
- Work reasonable overtime as required.
- Ensure the work place is clean and tidy.
- Participate in the on-call support roster.
- Order materials as directed/authorised.
- Provide input into plant and equipment inspections and the Hospitals preventative maintenance program.
- Provide Multi-Site support across the Eastern Health Network as required under a duty schedule.
- General cleaning duties in plant rooms and plant equipment.
- Carry out other duties as requested by the Site Maintenance Supervisor.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

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.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

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.

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.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to 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

- Victorian A Grade Electrical Licence.
- Relevant experience in commercial or industrial sites.
- Ability to work in a team environment.
- Ability to work autonomously
- Good verbal & written communication skills.

Desirable

Experience in the any of the following areas;

- Able to read simple electrical schematics
- Mechanical services
- Air conditioning
- Medical gases
- Test Tagging certificate
- Understanding of building automation systems.
- Understanding of PLC and ladder logic Variable Speed Drives (VSD).

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