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|  | Position Description  [All Calvary Services/Service]  Version: [Version] |

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| **Position Title:** | | Maintenance Officer | | | |
| **Position Number:** | | 602525 | **Cost Centre:** | | U1342 |
| **Site/Facility:** | | Calvary Kooyong | | | |
| **Department:** | | Shared Services | | | |
| **Enterprise Agreement** | | Victorian Aged Care – Calvary Aged Care (Victoria) | | | |
| **Classification:** | | WSG 9 | | | |
| **Reports To:** | | Director Property and Shared Services | | | |
| **Date of Preparation:** | |  | **Date Updated:** | |  |
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| The Maintenance Officer as part of the team provides reactive and planned preventive maintenance and is responsible for work performed across the precinct within established routines, methods and procedures.  The Maintenance Officer will be actively involved in quality improvement activities and contribute to the evaluation and analysis of guidelines, policies and procedures applicable to their work. | | | | | |
| Organisational Environment | | | | | |
| At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.  Calvary’s Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas.  Calvary Kooyong is a brand new facility located in Caulfield. The precinct co-locates Calvary Bethlehem Hospital, a residential aged care facility, Huntly Suites, and an independent living facility, Hyson Apartments.  We are currently looking for a Maintenance Officer to join our team.  This is a rewarding role that will give you the opportunity to positively impact on the lives of our patients and residents. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| **Role Expectation**   * Support service delivery to promote and support patient centred care. * Participate in a rotating roster that may include weekend shifts * Participate in an After Hours On-Call roster * Perform general maintenance tasks including but not limited to changing of light bulbs, cleaning of ceiling fans and vents * Request the purchase of maintenance supplies and utensils when necessary in consultation with Management. * Be conversant with all emergency procedures. * Act as Chief Warden for Emergency response as part of a shared roster * Undertake routine corrective maintenance and/or notify the external provider if required to undertake repairs. * Liaise with appropriate departments to establish maintenance requirements for all equipment utilised in the facility. * Undertake or coordinate with external providers determined preventative maintenance programs. * Use and maintain maintenance equipment in accordance with manufacturers’ instructions. * Supervise and record all work undertaken by external service providers, including but not limited to, all work in relation to; * Waste Management * Thermostatic mixing valves * Emergency lighting * Fire detection and suppression equipment * Pest and vermin control * Other essential services * Advise and make recommendations to various departments regarding; * The suitability of equipment prior to purchase (in relation to maintenance and repair requirements) * The need for the replacement of equipment where maintenance/repair costs exceed replacement costs * In collaboration with administration, ensure that health maintenance standards are current * The performance of external maintenance and repair contractors * Ensure that SWMS are current and relevant for each task   **Communication**   * Present and project a positive and professional image of Calvary Kooyong in all interactions with staff, volunteers, patients, carers and visitors as demonstrated by being honest, clear, timely, empathetic and appropriate when communicating with patients, clients and their families as well as with colleagues. * Ensure a high standard in all written and verbal communications by demonstrating impartiality, objectivity and accuracy. * Communicate courteously and in a helpful manner at all times with patients, staff, volunteers and visitors * Liaise and build positive relationship with internal/external stakeholders at all levels   ***People and Culture:***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.   ***Excellence in Care:***   * Consistently and enthusiastically delivers high levels of service to exceed expectations   ***Service Development &Innovation:***   * Participate in quality and continuous improvement activities and accreditation processes across the organisation as required * Identifying areas for improvement and contributing to these improvements * Satisfactory reconciliation of creditor accounts * Maintain and update own knowledge in your area of work. * All staff are expected to complete all mandatory training requirements as per the Calvary training matrix. * Participate in the In-service Education Program within Calvary Kooyong * Document a professional development plan as a component of performance appraisal annually * Identify and adapt to changes in the workplace/environment which relate to the performance of the role * Attend relevant in-service activities, including induction programmes and relevant mandatory annual activities * Engage in ongoing professional development, education and training * Ensure appropriate use of resources within budget * Set priorities to manage relevant duties within time available * Able to take appropriate initiative as/when required * Assist and support the implementation of service change as required   ***Wise Stewardship***   * Operate within budget requirements and in accordance with organisational goals and directives * Act with integrity when using company material or representing the company publicly * Contribute to patient and staff safety and wellbeing by diligently managing risks and immediately reporting hazards, incidents, serious near misses, accidents, illness or injury * Being mindful and responsible for all fiscal and environmental resources   ***WH&S Responsibilities:***   * Take reasonable care of your own health and safety and the health and safety of others in the workplace; * Comply with relevant Calvary WHS policies, procedures, work instructions and requests; * Report to your supervisor any incident or unsafe conditions which come to your attention; * Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)   ***Community Engagement:***   * Be involved in mission celebrations and community engagement events as appropriate * Partner with consumers as per CHCB’s ‘Partnering with Consumers’ policy | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * Heads of Department * Staff * Patients and Residents * Volunteers | | | | |
| External: | * External Contractors | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | * None | | | | |
| Budget: | **Click here to enter text.** | | | | |
| Selection Criteria | | | | | |
| **Essential Qualifications:**   * Full Drivers Licence * Demonstrated and on-going entitlement to work in Australia   **Preferred Qualifications:**   * Formal Trade Qualifications in trade relevant to the hospital setting   **Selection Criteria:**   * Knowledge and experience in preventative and reactive maintenance practices and systems * Ability to undertake minor building related maintenance tasks * Knowledge of WHS procedures and able to follow safe work practices * Possess sound communication skills * Able to communicate effectively and willing to liaise with others * Able to work either individually or in a team * Able to work under limited supervision * Able to prioritise competing tasks and manage time | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |