



ROLE DESCRIPTION

Role Title	Maintenance Supervisor
Classification Code	OPS4
Position Number	TBA
Local Health Network	Yorke and Northern Local Health Network Inc.
Hospital / Service / RSS	Yorke and Northern
Department/Section / Unit/ Ward	Maintenance
Role reports to	Executive Officer/Director of Nursing
Role Created/ Reviewed Date	Jan 2023
Criminal History Clearance Requirements	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening
Immunisation Risk Category	Category B (Indirect contact with blood or body substances)

ROLE CONTEXT

Primary Objective(s) of role:
<p>The Maintenance Supervisor is responsible for the coordination of the Maintenance Department to ensure the timely, efficient repair and maintenance of all plant, equipment, buildings, fixtures and fittings across the entire organization and associated grounds.</p> <p>The incumbent is responsible for the day-to-day operation of the Maintenance area, including supervision of any maintenance staff and contractors.</p> <p>The incumbent coordinates the Fire and Safety programs throughout the Health Service and assists with the evacuation exercises and training.</p> <p>At this level Maintenance Supervisors would be:</p> <ul style="list-style-type: none"> > Coordinating maintenance activities at an ABF site with other off campus buildings and providing expert advice and support to sub-regional maintenance staff. > Supervising maintenance activities and maintenance officers at multiple hospital sites. > Bring significant experience, knowledge skills and/or applicable trades to the position. > Have experience in managing projects.

Key Relationships/ Interactions:
<p>Internal</p> <ul style="list-style-type: none"> > The Maintenance Supervisor is responsible and accountable to the Executive Officer/Director(s) of Nursing or the ABF site Facility Manager, for the day-to-day operation of the Maintenance Department and the provision of facility services > Maintain cooperative and productive working relationships with all members of Clinical, Services and multidisciplinary teams. > Maintain cooperative and productive working relationships with the relevant Facility Manager that supports non-ABF sites. > Support and work collaboratively with less experienced members of the Maintenance team. > Liaise with staff from other facilities and regions <p>External</p> <ul style="list-style-type: none"> > Liaise closely with the Ventia in relation to the Across Government Facility Management Arrangements (AGFMA) > Liaise with trade contractors and Statutory Authorities e.g. Building, Fire, Health Inspectors or similar for ensuring maintenance and facility services are provided to a high standard in a timely manner

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Nil

Delegations:

- > Financial: – Up to \$500 for immediate/emergency repairs.
- > Humans Resources: - Level 6.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and Yorke and Northern Local Health Network Inc. values and strategic directions.

General Requirements:

*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children’s Protection Act 1993 (Cth)* – ‘Notification of Abuse or Neglect’.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government’s Risk Management Policy to work as appropriate.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / Select Local Health Network from drop down; policies, procedures and standards.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.
 SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.
 SA Health employees will not misuse information gained in their official capacity.
 SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement:

Yorke and Northern LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Yorke and Northern LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Special Conditions:

*NB Reference to legislation, policies and procedures includes any superseding versions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Some out of hour's and on-call work may be required.
- > Current SA Drivers' Licence and willingness to drive is essential.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Ensures the efficient coordination of the Maintenance Department by:</p>	<ul style="list-style-type: none"> > Providing and co-ordinating an ongoing maintenance programme for all Plant and Equipment, according to the Health Service's Maintenance, Security, Electrical and Fire Policy requirements > Assist in the developing and monitoring of external maintenance contracts. > Being involved in Minor Works programmes. > Ensuring the installation and maintenance of equipment complies with appropriate standards, legislation and regulations. > Contributing to the ongoing efficiency and effectiveness of the Health Service by establishing, maintaining and monitoring a computerised Preventative Maintenance Program/Schedule which includes the control of appropriate stocks of spare parts and minor equipment inventory. > Trend and act on equipment/machinery breakdown rates, reporting to the relevant manager and QRSO Committee accordingly. > Ensuring external service providers are engaged and supervised, where specialist trade expertise or qualification is required. > Ensure Health Service vehicles are maintained and serviced according to manufacturer and/or fleet service schedules. > Prioritising and delegating where appropriate, daily maintenance request tasks to ensure these are addressed in a timely manner for the provision of a safe environment for patients, residents, staff, visitors etc. > Assisting with the provision of fire safety and evacuation training/orientation to staff and contractors. > Investigating unsafe work environments and assisting with the implementation of corrective measures where relevant. > Ensuring plant and equipment are in safe working condition, including ensuring testing and operation complies with Australian Standards, legislative and regulatory requirements. > Ensuring chemicals/hazardous substances are used and stored according to relevant legislation where applicable. > Ensuring that all Maintenance staff have an understanding of their responsibilities under the Work Health Safety Legislation. > Developing Safe Work procedures. > Inducting new Maintenance employees and contractors. > Conducting regular, well organised hazard inspections. > Undertaking accident reporting and investigations. > Responding to employees' concerns and enquiries on Health and Safety, whether they be made directly related to maintenance, or through Health and Safety Representatives. > On-going monitoring and development of Maintenance employees' skills.
<p>Co-ordinates and manages the Health Service's Security and Fire Safety Systems by:</p>	<ul style="list-style-type: none"> > Responsible for ensuring the fire safety and security systems are adequately maintained and reporting any issues directly to the Executive Officer/Director of Nursing > Responsible for ensuring safety checks on both systems occur and reporting any issues.

OFFICIAL

<p>Participates in the overall function of the organisation by:</p>	<ul style="list-style-type: none"> > Ensuring that relevant standards, accreditation, legislative and regulatory requirements are complied with, including updating practice in relation to new trends within the Maintenance area, which result in service excellence and a safe environment for patients, residents, clients, staff and visitors. > Perform the role of Fire Safety Officer and comply with current fire prevention regulations. > Contributing to the effective and efficient management of the Health Service by regularly meeting with the Executive Officer/Director of Nursing. > Developing and implementing processes which evaluate the standard of service provision. > Providing the necessary environment for staff to participate in continuous Quality Improvement Activities. > Is prepared to contribute to the co-ordination and efficiency of Regional maintenance programmes, by attendance at appropriate meetings and committees. > Developing and maintaining a Plant and Equipment Register.
<p>Ensures an effective, equitable and responsive Staff Management System within the Maintenance Department, by:</p>	<ul style="list-style-type: none"> > Providing appropriate leadership. > Ensuring sound principles of Personnel Management are in place, including the implementation of all relevant Government Policies, such as Equal Employment Opportunities, Social Justice and Ethics/Code of Conduct. > Implementing formal processes of Appraisal, which address employee training and development needs, and provides two-way communication between Appraiser and Appraisee. > Ensuring that appropriate staff orientation, development and training programs are implemented.
<p>Ensures the efficient management of resources within the Maintenance Department by:</p>	<ul style="list-style-type: none"> > Allocating and using resources in a cost-efficient manner; > Taking responsibility for the management of the Departmental Budget, whilst complying with the Health Service's Financial Delegations > Ensuring maintenance of adequate records of significant items of plant and equipment, including purchase, repair, maintenance and disposal of
<p>Demonstrates responsibility and commitment as determined by Best Practice guidelines to Waste Management Policy by using strategies and actions as outlined in the Health Unit Manual by:</p>	<ul style="list-style-type: none"> > Responsible for ensuring all waste disposal meets legislative and regulatory requirements > Working closely with the Services Supervisor and other senior staff to ensure best practice Waste Management practice throughout the organisation.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- Nil

Personal Abilities/Aptitudes/Skills:

- Ability to be self-directed.
- Ability to motivate staff, provide professional leadership, and facilitate change.
- Well developed organisational and decision-making skills.
- Well developed communication skills, written and oral.
- Ability to create and maintain a cohesive team.
- Physically able to perform the range of duties indicated.
- Flexible approach to work routine.
- Ability to problem solve.

Experience:

- Demonstrated extensive knowledge of asset management principles and practices and experience in the preparation of forward works and maintenance plans and development of timelines for the implementation of minor works in line with asset life cycle.
- Demonstrated significant experience in a broad range of maintenance activities/repairs, including building, grounds and equipment maintenance
- Proven ability to evaluate building, plant equipment and building fabric conditions and an understanding of building compliance requirements.
- Advanced computer literacy and administrative skills
- Demonstrated experience in managing medium sized projects

Knowledge:

- Significant knowledge and understanding of the appropriate Standards and legislation in relation to the area of practice.
- A working understanding of general maintenance and repair functions.
- Knowledge of Chemical Safety principles.
- Knowledge of WHS principles and responsibilities associated with a maintenance role.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- Level 3 certificate in fire training or a willingness to work towards same
- Safety Inspection and/or Electrical Tagging Certificate Significant experience in maintenance management and/or a trade qualification in a relevant area.
- Other relevant qualification related to building management, asset management or similar.

Personal Abilities/Aptitudes/Skills:

- Able to tolerate interruptions and work effectively under pressure
- Able to co-operate and adapt readily to facilitate good working relations
- Promote a professional image through verbal and no verbal communication
- Basic computer knowledge

Experience:

- Demonstrated experience working in a healthcare environment
- Experience in the development and implementation of preventative maintenance programmes

Knowledge:

- Good knowledge of Work Health Safety legislation, regulations, practices and systems
- Good Knowledge of Quality Improvement systems

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

Yorke and Northern Local Health Network (YNLHN): The Yorke and Northern Local Health Network covers 77,783 square kilometres, taking in the Yorke Peninsula, Southern Flinders, Lower North and the Mid North of South Australia.

The YNLHN provides services to approximately 75,305 people in communities including Balaklava, Booleroo Centre, Burra, Clare, Crystal Brook, Jamestown, Laura, Maitland, Minlaton, Orroroo, Peterborough, Port Broughton, Port Pirie, Riverton, Snowtown, Wallaroo and Yorketown.

The Yorke and Northern Local Health Network consists of three large casemix funded sites, (Clare, Port Pirie and Wallaroo) a number of smaller, grant funded sites, residential aged care facilities and a community health service which provides a range of community and allied health services through Country Health Connect.

Services are also delivered using the Distance Consultation and Liaison Service, which includes the Emergency Triage and Liaison Service (ETLS), Older Persons Consultation Liaison Service and Tele-Psychiatry. A number of sites also use the South Australian Virtual Emergency Service (SAVES).

The Yorke and Northern Local Health Network is incorporated under the SA Health Care Act 2008 and has a Governing Board which reports to the Minister for Health and Wellbeing.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: