

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Trade Assistant (Mechanical)
Position Number:	519124
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Infrastructure - Asset Management Services Facilities and Engineering South
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Senior Tradesperson (Mechanical)
Effective Date:	December 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Current Driver's Licence Certified to erect scaffolding Current working at heights certificate Current confined space certificate Current construction white card

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

- The Trade Assistant (Mechanical) is an effective member of the team responsible for the provision of engineering and maintenance services within the Department's responsibility area.

Duties:

1. Under the limited supervision of the Tradesperson (Mechanical) or the Senior Tradesperson (Mechanical), carry out the following duties, including, but not limited to:
 - Minor mechanical repairs
 - Replacing water filters
 - Replacing air filters
 - Planned maintenance
 - Beds and wheeled equipment maintenance
 - Cleaning of plant rooms and workshops
 - Erecting aluminium mobile scaffolding up to four metres high to interior and exterior as required
 - Pick-up and delivery of workshop supplies and equipment
 - Cleaning air conditioning registers
 - Installation of temporary construction hoarding and safety barriers.
2. Action electronic work requests as directed, including the electronic lodgement of requests.
3. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
4. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Trade Assistant (Mechanical) reports to the Senior Tradesperson (Mechanical) but may need to report to other senior staff as and when required. Although the Trade Assistant may be assigned to a specific workshop, the occupant is expected to work across all areas within the facilities department as directed.

The occupant will:

- Be responsible for the satisfactory completion of high level operational duties, including responsible for the effective operation of equipment and machinery.
- Work independently, as required, with access to general supervision, and utilise problem solving skills when working away from supervision in undertaking daily tasks.
- Work as part of the Mechanical Workshop Team, liaising effectively with colleagues and other staff to develop a rapport.
- Provide oral or written reporting on the progress of tasks undertaken.
- Ensure compliance with Work Health and Safety legislation and Australian Standards, including working in accordance with safe work practices.
- Utilise protective clothing and equipment provided as recommended and directed.
- Maintain the cleanliness of the workshops and plant rooms.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrate knowledge of, and experience in, Trade Assistant (Mechanical) skills in one or more trade areas found within working environments like that of a public hospital service.
2. Ability to work effectively within a team environment, including exercising communication skills to interact and liaise efficiently with a wide range of personnel and develop a rapport.
3. Demonstrated ability to produce an effective work output, utilising problem solving skills and exercising judgement, to complete daily tasks under limited supervision.
4. Knowledge of, or the ability to acquire the knowledge of, procedures, policies and regulations which impact upon the role.
5. Willingness to participate in staff development opportunities.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).