

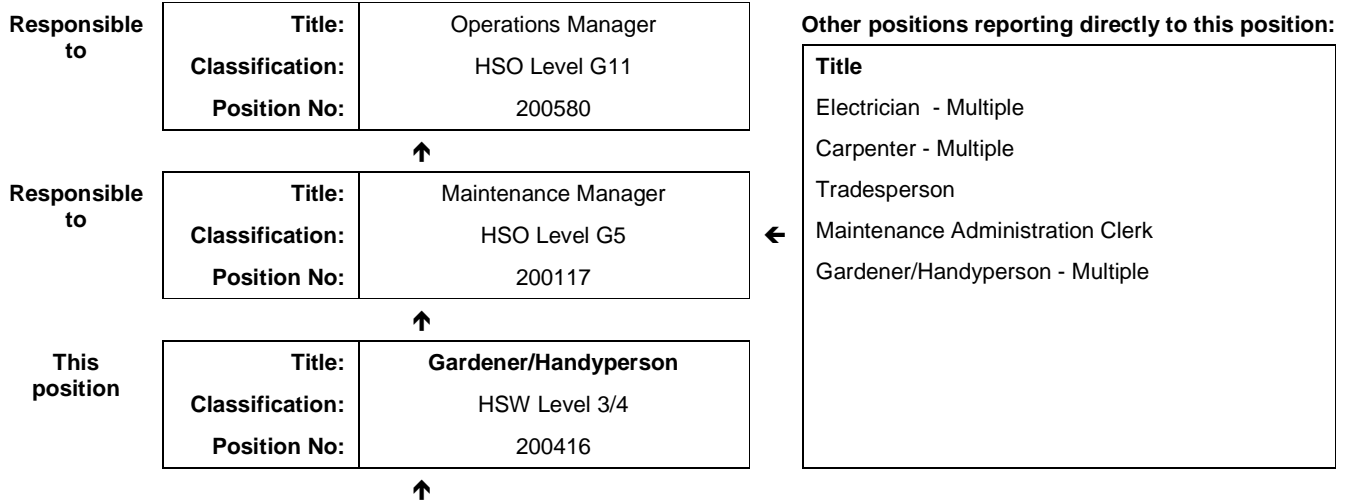


## JOB DESCRIPTION FORM

### Section 1 - POSITION IDENTIFICATION

<b>Division:</b>	Kimberley	<b>Position No:</b>	200416
<b>Branch:</b>	Derby & Fitzroy Valley Health Services (DFVHS)	<b>Title:</b>	<b>Gardener/Handyperson</b>
<b>Section:</b>	Maintenance	<b>Classification:</b>	HSW Level 3/4
		<b>Award/Agreement:</b>	Hospital Support Workers Industrial Agreement

### Section 2 - POSITION RELATIONSHIPS



Positions under direct supervision:		← Other positions under control:	
Position No	Title	Category	Number

### Section 3 - KEY RESPONSIBILITIES

Provides maintenance and support functions including gardening, general labouring, and simple repairs relating to the hospitals, accommodation and associated health service sites within the West Kimberley catchment area.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE**

To improve, promote and protect the health of country Western Australians.

**WHAT WE STAND FOR**

- Quality health services for all.
- Improving the health of Aboriginal people and those most in need.
- A fair share for country health.
- Supporting our team – workforce excellence and stability.

**OUR VALUES**

- Community** – making a difference through teamwork, generosity and country hospitality.
- Compassion** – listening and caring with empathy and dignity.
- Quality** – creating a quality health care experience for every consumer.
- Integrity** – accountability, honesty and professional, ethical conduct in all that we do.
- Justice** – valuing diversity with a fair share for all.

**WA Country Health Service**  
**22 November 2016**  
**REGISTERED**

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**Section 4 - STATEMENT OF DUTIES**

Duty No	Details	Freq	%
<b>1</b>	<b>MAINTENANCE</b>		<b>80</b>
1.1	Assists tradespersons as required.		
1.2	Moves and delivers goods and items that are to be or have been repaired, materials, equipment and stores.		
1.3	All types of manual labour e.g.: cleaning drains, digging trenches, removal of unwanted material, carrying pipes, lifting heavy equipment.		
1.4	Maintains all maintenance/gardening equipment in a clean and serviceable condition.		
1.5	Maintains air-conditioners including replacing belts, cleaning and replacing filters and condensers as required.		
1.6	Liaises and discusses daily work problems and duties with the Maintenance Manager.		
1.7	Coordinates priority works on a daily basis.		
1.8	Advises and assists other maintenance staff in problem solving and repairs as required.		
1.9	Maintains awareness of Occupational Safety and Health (OSH) issues and takes responsibility for own use of Personal Protective Equipment (PPE) and safe work practices.		
1.10	Mows and maintains lawns, tidies and cleans garden beds and removes all rubbish.		
1.11	Maintains all external paths and driveways and keeps gardeners shed and equipment in clean condition.		
1.12	Controls pest infestation and weeds using both manual and chemical application.		
1.13	Maintain indoor plants, prune trees and shrubs in grounds of hospital and staff accommodation.		
1.14	Ensures storm water drains are clean and in good working order and debris is removed.		
<b>2</b>	<b>ADMINISTRATION</b>		<b>5</b>
2.1	Completes relevant work order documentation for all maintenance and repair work.		
2.2	Attends and participates in workshop meetings.		
<b>3</b>	<b>OTHER</b>		<b>15</b>
3.1	Assists in duties in the absence of other Maintenance staff.		
3.2	Provides assistance at other locations within the Kimberley region based on operational requirements within the WA Country Health Service – Kimberley as necessary.		
3.3	Other duties as required or directed by line manager or their delegate.		

*The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.*

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**Section 5 - SELECTION CRITERIA**

**ESSENTIAL**

1. Sound interpersonal and communication skills.
2. Ability to operate and maintain maintenance and gardening equipment.
3. Ability to work with minimal supervision and in a team environment.
4. Ability to work in confined spaces (e.g. ceiling spaces) and at heights (e.g. ladders, scaffolds and roofs).
5. Proven maintenance/gardening experience.
6. Current C Class drivers licence and an ability and willingness to travel including overnight stays away from home.

**DESIRABLE**

1. Current knowledge of and commitment to workplace safety and the OSH Act 1984.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
3. Previous experience in using ride on lawnmower and other gardening equipment.
4. Previous trade or trades assistance experience.

**Section 6 - APPOINTMENT FACTORS**

<b>Location</b>	Derby	<b>Accommodation</b>	As per WA Country Health Service (WACHS) Kimberley policy
<b>Appointment/ Allowances/ Conditions</b>	<p><b>Appointment is subject to:</b></p> <ul style="list-style-type: none"> <li>• This position is subject to a successful Criminal Record Screening</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Pre-Placement Health Screening clearance</li> <li>• Evidence of current C class drivers licence</li> </ul> <p><b>Allowances include:</b></p> <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> <li>• Annual Leave Travel Concession as applicable</li> <li>• Air-conditioning Subsidy as applicable</li> <li>• Additional week Northwest Leave</li> </ul>		
<b>Specialised equipment operated</b>	Chemical spray pumps, leaf vacuum cleaner, chainsaw, shrub cutter, ride on lawnmower, blower.		

**Section 7 - CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.



Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Operations Manager**  
**Derby and Fitzroy Valley Health Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**  
**WACHS Kimberley**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed