



North Metropolitan Health Service
Job Description Form

HSS Registered January 2018

Shift Engineer

Health Salaried Officers Agreement: Level G6

Position Number: 008164

Facilities Management Department

North Metropolitan Health Service

Reporting Relationships

QE11 Facilities Manager
HSO Level G10
Position Number: 007993



Operations Manager
HSO Level G8
Position Number: 008000



This Position



← Also reporting to this Manager:

- Nil

Directly reporting to this position:
NIL

Prime Function / Key Responsibilities

Monitors, controls and operates plant, equipment and energy systems to ensure the safe continuity of services provided to the Queen Elizabeth II (QEII) Medical Centre site. Takes emergency action whenever required to safely maintain the supply of essential services to the QEII Medical Centre site.

Brief Summary of Duties (in order of importance)

1. Leadership and Management

- 1.1 Assists management with matters associated with maintaining all QEII buildings including but not limited to fire and energy management, plant efficiency, machinery and performance improvements.
- 1.2 Provides advice and prepares reports relating to the use of consultants and contractors engaged to undertake project work associated with the QEII site.
- 1.3 Participates in the development and implementation of performance management systems which support the ongoing development of individual, team performance and skills.
- 1.4 Ensures the ongoing application of continuous quality improvement principles in systematically evaluating and meeting customer needs.
- 1.5 Assists in the recruitment, selection and orientation of new employees and liaises with the Health Support Services (HSS) with respect to payroll and leave issues.

2. Operational Management

- 2.1 Responsible for the day to day operation, running, inspection, maintenance and performance of all machinery throughout the QEII site in accordance with policies and protocols.
- 2.2 Carry out daily steam boiler checks and water chemical analysis test.
- 2.3 Coordinates and facilitates after hours emergency repairs to patient care equipment and services at the QEII site.
- 2.4 Initiates emergency action in the case of fire, flood or serious breakdown of equipment and services and is responsible for call out and supervision of staff or contractors after hours as required.
- 2.5 Forms part of the emergency response team and initiates emergency action as required by the Shift Engineers action card specific to each emergency code.
- 2.6 Acts as Area Warden in all unoccupied buildings and takes the necessary action to ensure the safety of all buildings and the plant at the QEII site.
- 2.7 Responds to and reports any faults and difficulties associated with on-site lifts and arranges for contractors to carry out inspections and maintenance as and when required.
- 2.8 Raises requisitions for all after hours call outs of contractors and advises on the management of works carried out to enable payment of accounts.
- 2.9 Logs routine and notable events covering all services and buildings at the QEII site
- 2.10 Carries out minor emergency repairs to buildings, facilities, equipment and plants as required after hours.
- 2.11 To undertake high voltage switching course to allow involvement in high voltage switching procedures.
- 2.12 Undertakes high voltage switching when necessary and assists with high voltage switching procedures that are carried out periodically when changing over transformers and high voltage distribution systems.
- 2.13 Ensures relevant practicable occupational safety and health practices and standards are implemented and maintained.
- 2.14 Adheres to all protocols, policies and procedures associated with engineering maintenance activities together with relevant legislation, policies and protocols.
- 2.15 Liaises with other sections of the Engineering Department in regard to operational status and requirements
- 2.16 To become proficient with the computerised building management system (BMS) in order to fault find, change parameters on plant as required and respond to any alarms generated.
- 2.17 Carries out safe isolation of machinery and services in preparation for planned maintenance, inspection and modifications.
- 2.18 Carries out logging of routine and notable events covering all services.
- 2.19 Test and maintain chemical dosing and quality of water used in closed loop systems in all site buildings.

3. Other

3.1 Other duties as directed.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

Work Related Requirements

Essential Selection Criteria

1. Possession of relevant Mechanical/Electrical Engineering Diploma or equivalent qualification or First/Second Class Marine Certificate of Competency.
2. Possession of or progression towards a valid Worksafe Australian Licence to Perform High Risk Boiler Intermediate Certificate.
3. Exposure to and understanding of engineering systems and disciplines such as:
 - Refrigeration: Chillers, air condition units, cool rooms, freezers room.
 - Electrical: High, medium and low voltage supply and distribution system, uninterruptible power supply system, variable speed drives, motors, lighting and electronic control systems.
 - Mechanical: Boilers and steam distribution system, air compressors, vacuum pumps, pneumatic control systems, heat exchangers and condensate return system.
 - General: Reverse osmosis plant, lifts, fire protection service, domestic water hot and cold services.
4. Knowledge and experience in initiating procedures during emergency situations.
5. Well-developed oral, written and interpersonal communication skills, including the ability to liaise with a range of stakeholders in various contexts.
6. Possession of a current "C" or "C-A" driver's licence.
7. Ability to work in an autonomous and unsupervised environment.
8. Analytical and problem-solving skills.
9. Knowledge of occupational safety and health principles including maintaining a Duty of Care.

Desirable Selection Criteria

1. Previous operational experience in a large health service campus.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Current "C" or "C-A" class driver's licence.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name: Jeffrey Wade
Signature/HE: 154604
Date: 23/05/2017

Position Occupant

Name:
Signature/HE:
Date:

Created on:

Last updated on: 15/01/2018

Registered by HSS HE98077