

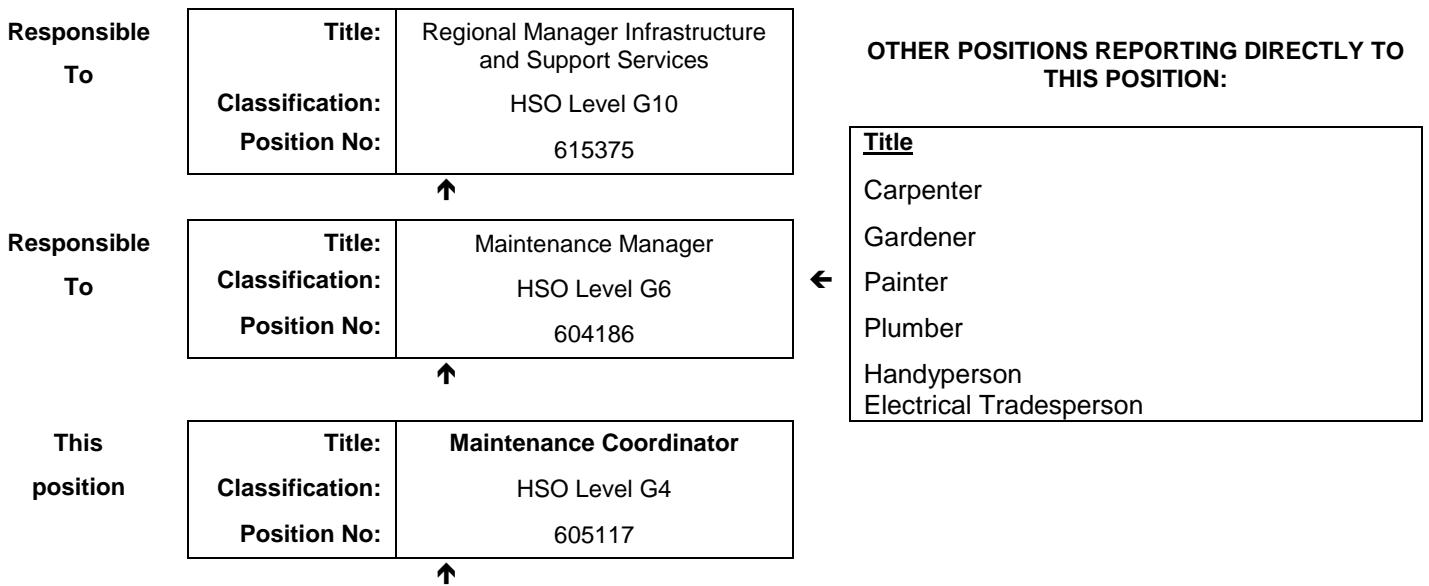


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	605117
Division:	Midwest	Title:	Maintenance Coordinator
Branch:	Infrastructure	Classification:	HSO Level 4
Section:	Facilities & Assets	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



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

Section 3 – KEY RESPONSIBILITIES

Manage and assign resources for the preventative maintenance programs and coordinate the daily running of the maintenance department.

WA Country Health Service
Midwest

12 October 2018

REGISTERED

TITLE	Maintenance Coordinator	POSITION NO	605117
		CLASSIFICATION	HSO Level G4



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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do. Safe, high quality services and information at all times. Care closer to home where safe and viable. Evidence based services, partnerships and collaboration.

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

<p>WA Country Health Service Midwest</p> <p>12 October 2018</p> <p>REGISTERED</p>
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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	MAINTENANCE	R	70
1.1	Manage and assign resources for preventive maintenance programs for all plant, machinery, equipment and buildings in the Midwest region.		
1.2	Ensure a preventative maintenance schedule is implemented and maintained for all plant, machinery, equipment and buildings in the Midwest region.		
1.3	Manage and assign resources for all maintenance and minor works in the Midwest region.		
1.4	Coordinate and monitor external contractor services in conjunction with Maintenance Manager.		
1.5	Monitor maintenance system master data to enable the quality and efficiency of work to be measured and assessed against the maintenance and business outcomes, reporting on any variances.		
1.6	Responsible for provision and security of workshop plant, equipment and supplies.		
1.7	Development and implementation of strategies for recording of all maintenance activities in accordance with statutory and management policies, including but not limited to; asset structures, safe working practices and a safe working environment.		
1.8	Main contact coordinating priorities to ensure work flow process is maintained to enable plant availability to run at optimal level including fire alarms, fire panel(s) and safety equipment.		
1.9	Contribute to the continuous improvement of maintenance operations through input into new plant/equipment purchase proposals and work management practices.		
1.10	Use effective communication techniques which encourage open and honest communications and constant information flow.		
1.11	Audit equipment for adherence to company HSE requirements and operation instructions, including root cause analysis on failures.		
2.0	SUPERVISION/MANAGEMENT	R	25
2.1	Supervise day to day activities of all maintenance staff.		
2.2	Provide relief to the Maintenance Manager during periods of absence.		
2.3	Participate in staff development and quality improvement programs.		
3.0	OTHER	O	5
3.1	Other duties as required or directed by the Maintenance Manager.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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. Experience in the building/engineering maintenance field, including planning programs.
2. Excellent communication skills and previous experience liaising between management, contractors and stakeholders.
3. Demonstrated problem solving, organisational and time management skills.
4. Demonstrated knowledge of Occupational Health and Safety requirements.
5. Experience in supervising staff.
6. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. A trade certificate in the engineering or building field.
2. Experience with building or maintenance computerised management systems.
3. Awareness and application of quality and risk management principles with a lean process focus.
4. An understanding of disability and diversity issues.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Geraldton	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required Allowances <ul style="list-style-type: none"> • District allowance 		
Specialised equipment operated			

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:
Manager

**WA Country Health Service
Midwest**

12 October 2018

REGISTERED

Signature and Date:
Regional Director

**WA Country Health Service
Midwest**

12 October 2018

REGISTERED

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

**WA Country Health Service
Midwest**

12 October 2018

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