



**HSS REGISTERED**

## Automated Guided Vehicle (AGV) Operator

**Health Salaried Officers Agreement; HSO Level G2**

**Position Number: 00013219**

**Patient Support Services**

**Perth Children’s Hospital / QEII Nedlands**

### Reporting Relationships

Manager Support Services  
 HSO G9  
 Position Number: 00012640



Manager Environmental and Logistics Service  
 HSO G7  
 Position Number: 00012955



**This Position**



Reporting to this position:

| Title   | Classification | FTE |
|---------|----------------|-----|
| • Title | Award; Level   | FTE |
| • Title | Award; Level   | FTE |

Also reporting to this supervisor:  
 • Loading Dock Coordinator G4

### Key Responsibilities

Manages the movement of all Automated Guided Vehicles (AGVs) throughout Perth Children’s Hospital (PCH) and maintains the operation of the AGV fleet and associated systems. Works in collaboration with linen, waste, sterilisation, pharmacy, supplies and patient catering services to provide a safe and high quality service.

## **Brief Summary of Duties (in order of importance)**

### **1. General Duties**

- Manages the movement of all Automated Guided Vehicles (AGVs) throughout Perth Children's Hospital (PCH) maintaining the operation of the AGV fleet and associated systems.
- Monitors movement of AGVs ensuring predetermined schedules are met.
- Oversees ad hoc AGV movements and deliveries to correct end users.
- Trouble shoots and solves operational problems related to the AGV service.
- Assists in maintaining spare parts and consumables for the AGVs.
- Assists with the management of maintenance of the AGV system.
- Ensures up to date knowledge on safety innovation.
- Liaises with sterilisation, pharmacy, supplies, linen, waste and patient catering services to provide a safe and high quality service.
- Ensures that the AGV systems communicates with other relevant systems e.g. building management systems including fire systems, lift interfaces and door interfaces.
- Monitor of portable medical gases on all wards and departments.
- Raises fault reports/work orders to instigate AGV third party vendor.
- Maintains effective work output and provides support with all work groups.
- Controls and manages operational workflows through the use of personal hand held devices and portable or desktop computers.
- Cleans and visually inspects AGVs.
- Liaises closely with AGV suppliers including Services dependent on the AGV service.
- Actively reviews and upholds security and safety measures.
- Assists in the provision of training for hospital users on how to interact with AGVs.

### **2. CAHS Duties**

- Performs duties in accordance with Government, WA Health, Child and Adolescent Health Service and Departmental/ Program Specific Policies and Procedures.
- Performs duties in line with the National Safety and Quality Health Services Standards and within best practice.
- Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
- Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated knowledge and understanding of automated equipment and ICT.
2. Demonstrated experience in the use of hand held devices and/or smart phone technology.
3. Good interpersonal, verbal and written communication skills including the ability to liaise effectively with staff at all levels.
4. Well-developed problem solving skills including conceptual and analytical ability.
5. Demonstrated ability to show initiative and work effectively with minimal supervision and as part of a team.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Possession of electronic/mechatronic certification or qualification.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 point identification check
- 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.**

|   |                              |                           |                      |
|---|------------------------------|---------------------------|----------------------|
| .....<br><b>Manager / Supervisor Name</b> | .....<br><b>Signature or</b> | .....<br><b>HE Number</b> | .....<br><b>Date</b> |
| .....<br><b>Directorate/ Dept. Head</b>   | .....<br><b>Signature or</b> | .....<br><b>HE Number</b> | .....<br><b>Date</b> |

|   |                              |                           |                      |
|---|------------------------------|---------------------------|----------------------|
| .....<br><b>Directorate/ Dept. Head</b> | .....<br><b>Signature or</b> | .....<br><b>HE Number</b> | .....<br><b>Date</b> |
|---|------------------------------|---------------------------|----------------------|

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

|                                |                              |                           |                      |
|--------------------------------|------------------------------|---------------------------|----------------------|
| .....<br><b>Occupant Name</b>  | .....<br><b>Signature or</b> | .....<br><b>HE Number</b> | .....<br><b>Date</b> |
| .....<br><b>Effective Date</b> |                              |                           |                      |

**HCN Registration Details (to be completed by HCN)**

|  |   |
|--|---|
| .....<br><b>Created on</b> February 2016 | .....<br><b>Last Updated on</b> February 2016 |
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