



HSS Registered

Control Systems Technician

Health Salaried Officers Agreement: Level G5

Position Number: 102567

Facilities Management

Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Manager Facilities Management
Award Level: HSO Level G10
Position Number: 102579



Facilities Operations Manager
Award Level: HSO Level G8
Position Number: 601986



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		



Also reporting to this supervisor:

- Shift Engineer; HSO G6; 5.00FTE
- Control Systems Technician; HSO G5; 2.00FTE
- Tech Officer – Building Ops; HSO G5; 1.00FTE

Key Responsibilities

Investigates and maintains Hospital Building and Equipment control systems.

Brief Summary of Duties (in order of importance)

1. Duties

- Maintains and supports the operation of complex electronic and electrical power, control, surveillance and communication systems
- Investigates and reports on technical problems associated with complex electrical, electronic and control systems.
- Maintains Departmental databases and records to ensure information remains current and accurate.
- Working from performance briefing, designs and installs alterations and additions to control systems and make changes to control programs as required.
- Provides support to Manager – Facilities Management and other Technical Support Group positions.
- Assists the Facilities Operations Manager with procurement of goods and services relevant to Controls Systems.
- Assists the Facilities Operations Manager with contract management of contracts relevant to Building Management Systems and Security Controls and Monitoring systems.
- Assists the Manager Facilities Management with repairs and upgrades for Controls on Building Management and Security systems across all EMHS sites.

2. EMHS Governance, Safety and Quality Requirements

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Trade or vocational qualifications (Advanced Certificate Level) in Electrical, Electronics, Instrument fitting or Control Engineering or equivalent.
2. Significant experience in the operation of building management systems and/or equipment control systems.
3. Demonstrated ability to investigate complex technical problems and effective reporting of recommended solutions.
4. Demonstrated ability to complete assigned duties with minimum supervision.
5. Good interpersonal, verbal and written communication skills with strengths in liaising effectively within a team.
6. Demonstrated high level of PC experience with proven skills in word processing.

Desirable Selection Criteria

1. Demonstrated ability to maintain security access and duress systems.
2. Demonstrated ability to maintain CCTV systems including recording systems.
3. Knowledge of and experience with HVAC and Access Control systems.
4. Demonstrated ability to interrogate and modify control programs and Logic Controllers.
5. 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.
- 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	or	_____ HE Number	_____ Date
_____ Dept. / Division Head Name	_____ Signature	or	_____ HE Number	_____ Date

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

_____ Occupant Name	_____ Signature	or	_____ HE Number	_____ Date
_____ Effective Date				

HSS Registration Details (to be completed by HSS)

Created on _____	Last Updated on	20/06/2018
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