Government of **Western Australia**
**WA Country Health Service**

# JOB DESCRIPTION FORM

## Section 1 – POSITION IDENTIFICATION

| WA Country Health Service | | Position No: | 615633 |
|---|---|---|---|
| **Division:** | Wheatbelt | **Title:** | **Regional Electrical Maintenance Officer** |
| **Branch:** | Infrastructure – Western (Moora) | **Classification:** | HSO G-4 |
| **Section:** | Engineering | **Award/Agreement** | Health Salaried Officers Agreement |

## Section 2 – POSITION RELATIONSHIPS

| | | |
|---|---|---|
| **Responsible To** | **Title:** | **Regional Manager Infrastructure & Support Services** |
| | **Classification:** | HSO G-10 |
| | **Position No:** | 607322 |
| ↑ | | |
| **Responsible To** | **Title:** | **Facilities Manager Western** |
| | **Classification:** | HSO G-6 |
| | **Position No:** | 615733 |
| ↑ | | |
| **This position** | **Title:** | **Regional Electrical Maintenance Officer** |
| | **Classification:** | HSO G-4 |
| | **Position No:** | 615633 |
| ↑ | | |

**OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:**

| **Title** | |
|---|---|
| 607092 | Regional Electrical Maintenance Officer |
| 607568 | Electrician Northam |
| 607095 | Building Services Assistant |
| 615636 | Building Services Assistant |
| 607094 | Clerical Officer Infrastructure |

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

## Section 3 – KEY RESPONSIBILITIES

Provide effective servicing to electrical, electronic, communication and mechanical equipment within designated areas within the Wheatbelt Region, Engineering Services.

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Wheatbelt
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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 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.

| TITLE | Regional Electrical Maintenance Officer | POSITION NO | 615633 |
|---|---|---|---|
| | | CLASSIFICATION | HSO G-4 |

## Section 4 – STATEMENT OF DUTIES

| Duty No. | Details | Freq. | % |
|---|---|---|---|
| **1.0** | **MAINTENANCE REPAIRS** | **D** | **80** |
| 1.1 | Provide efficient and effective servicing of electrical, electronic, communication and mechanical equipment including refrigeration, air-conditioning, sterilisers, hot water boilers, laundry machinery and kitchen equipment. | | |
| 1.2 | Maintain electrical, electronic, communication and mechanical systems as required. | | |
| 1.3 | Communicate any abnormalities and provide written reports on progress towards rectification to the Consultant Engineer. | | |
| 1.4 | Provide maintenance to networked operating systems. | | |
| 1.5 | Carry out planned and preventative maintenance as per maintenance programme. | | |
| 1.6 | Carry out repairs where necessary through the Job Requisition programme. | | |
| 1.7 | Carry out modifications as required. | | |
| 1.8 | Actively assists Engineering staff and trains apprentice electrician as required. | | |
| **2.0** | **INSTALLATION OF ELECTRICAL EQUIPMENT** | **D** | **10** |
| 2.1 | Co-ordinate and be responsible for the installation of new electrical, electronic and communication equipment once approved by the Consultant Engineer. | | |
| 2.2 | Assist in commissioning new systems. | | |
| **3.0** | **TEAM PARTICIPATION** | **R** | **5** |
| 3.1 | Positively participates in and promotes the team management concept within the health service. | | |
| 3.2 | Attends in-service training programmes and positively participates in performance management programmes. | | |
| 3.3 | Participates in Department Quality activities. | | |
| **4.0** | **OTHER** | **R** | **5** |
| 4.1 | Ensure electrical standards and requirements are met. | | |
| 4.2 | Promote Electrical safety. | | |
| 4.3 | Provides an after-hours availability service in response to emergency services and maintenance problems as required. | | |
| 4.4 | Ensure all facets of the Occupational Safety and Health Act are adhered to in relation to electrical safety. | | |
| 4.5 | Assist in duties in the absence of other engineering staff. | | |
| 4.6 | Carry out duties as instructed by the Maintenance Service Manager Western and Consultant Engineer. | | |

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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| TITLE | Regional Electrical Maintenance Officer | POSITION NO | 615633 |
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## Section 5 – WORK RELATED REQUIREMENTS

**ESSENTIAL**

1. Eligibility for "A" Class Electrical Fitter and Electrical Mechanic license.
2. Current knowledge and understanding of electrical regulations, standards and legislation.
3. Demonstrated sound oral and written communication and interpersonal skills.
4. Ability to direct own workload and work effectively as part of a multidisciplinary team.
5. Demonstrated effective problem solving, organisational and time management skills.
6. Demonstrated experience in computerised engineering works management systems and Window based programmes.
7. Possession of current "C" or "C (a)" Class Drivers Licence

**DESIRABLE**

1. A.C.A. Communication licence endorsed BCL U. A. 5.C.F.
2. Previous experience working in a hospital environment.
3. Refrigeration and Air-conditioning accredited.
4. Experience with computerised building management, paging, nurse call and security systems.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

## Section 6 – APPOINTMENT FACTORS

| | | | |
|---|---|---|---|
| **Location** | Moora | **Accommodation** | As determined by the WA Country Health Service Policy |
| **Allowances/ Appointment Conditions** | Appointment is subject to:<br>• Currently registered as an "A" Class Electrical Fitter & Electrical Mechanic<br>• Completion of a 100 point identification check<br>• Successful Criminal Record Screening clearance<br>• Successful Pre- Placement Health Screening clearance<br>• Possession of current "C" or "C (a)" Class Drivers Licence<br>• While the base location of this position is Moora you may be required to travel throughout the region including overnight stays.<br>• Ability to work at heights – ladders and safety harness's<br>• Ability to work in confined spaces – roof spaces. | | |
| **Specialised equipment operated** | Nil | | |

## 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: ____
**Executive Services**

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Signature and Date: ____/___
**Chief Executive Officer**

WA Country Health Service
Wheatbelt
24 July 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 |
|---|---|---|---|
| | | | |
| | | | |
| | | | |



Effective date of document
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