



## HSS Registered

# Carpenter

## Engineering and Building Services Agreement: Level 5

Position Number: 005396

Facilities Management and General Services

Armadale Kalamunda Group / East Metropolitan Health Service (EMHS)

### Reporting Relationships

Campus Facilities Manager  
Award Level: HSO Level G8  
Position Number: 628319



Facilities Supervisor  
Award Level: HSO Level G6  
Position Number: 106530



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil	Award; Level	



Also reporting to this supervisor:

- Electrical Fitter; EBS 5, 1.0 FTE
- Plumber; EBS 7–9, 1.00 FTE
- Facilities Maintenance Technician EBS 5, 2.00 FTE
- Mechanical Fitter EBS 7-9, 1.0FTE
- Refrigeration Fitter EBS 6, 1.00 FTE

### Key Responsibilities

Provides carpentry repairs, maintenance and installation services to the Armadale Kalamunda Health Service.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

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

### 1. Repairs & New Minor Works

- 1.1 Investigates minor new works tasks and makes recommendations, estimates material quantities and carries out new installations or modifies existing works as required.
- 1.2 Carries out repairs to plant, door locks, equipment and services as per engineering requisitions.

### 2. Preventative Maintenance

- 2.1 Carries out preventative maintenance duties as per the Engineering Works Maintenance System.
- 2.2 Records important maintenance activities on the Preventative Maintenance System.

### 3. Supervision & Clerical

- 3.1 Completes paperwork associated with work.
- 3.2 Organises and supervises Handypersons, apprentices and workplace experience students as directed.
- 3.3 Initiates engineering purchase requests for carpentry components and materials.
- 3.4 Determines parts and materials necessary to provide the carpentry service.

### 4. Security

- 4.1 Ensures the carpentry workshop and all carpentry worksites and spaces are kept free from hazard and safe from intrusion.
- 4.2 Attends to afterhours faults when available.

### 5. EMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Actively participates in the Peak Performance program.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role. Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### 6. Undertakes other duties as directed

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Possession of a Trade Certificate in Carpentry (or equivalent) and substantial post trade work experience.
2. Demonstrated safety standards applicable to buildings and carpentry machinery operations.
3. The ability to work with limited supervision in a team environment to provide a customer focussed service.
4. Good interpersonal and communications (verbal and written) skills.

### Desirable Selection Criteria

1. Understands master keying system and locking principles.
2. Understands and applies fault finding and quality control techniques.
3. 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
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Dept. / Division Head Name	Signature or	HE Number	Date
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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	May 2019
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