



HSS Registered June 2019

Handyperson
Engineering & Building Services Agreement: HMT Level 4
Position Number: 001476
Facilities Management
North Metropolitan Health Service

Reporting Relationships

Manager Engineering and Mail Services
 HSO Level G-7
 Position Number: 00345



Supervisor Handyperson
 HSO Level G-5
 Position Number: 005819



This Position



← Also reporting to this supervisor:

-

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•

Prime Function / Key Responsibilities

Maintains a high quality environment for patients, staff and all site users by carrying out the handyperson function across the Queen Elizabeth II Medical Centre.

Brief Summary of Duties

1. Carries out the industrial cleaning of mechanical and other services in areas such as plant rooms, tunnel systems, Central Plant building, and outdoors.
2. Maintains tools and equipment in good working order and condition and ensures security of hospital property by taking due care in executing allocated tasks.
3. Provides labour resource for:
 - Movement of heavy and bulky equipment.
 - Movement of furniture.
 - Movement of and stacking of materials.
 - Erection/dismantling of site signs and barricades.
 - Maintenance of slab footpaths.
 - Routine inspections of site buildings, equipment and facilities.
 - Maintenance of flyscreens, floor tiles (carpet and vinyl), commodes.
 - Stocks and maintain cleanliness of tea and coffee making facilities.
4. Repair and replace ceramic tiles both floor and wall.
5. Drive hospital utility and tractor when picking up or moving objects.
6. Use forklift when need arises (if appropriate licence held).
7. Relaying of brick paving.
8. Liaises with site clients and tenants when large and complex furniture moves are carried out.
9. Ensures job requirements are carried out to client/tenant needs.
10. Carries out duties in accordance with prescribed safety and workmanship standards.
11. Carries out general labouring duties to assist trades and other staff.
12. Undertakes other duties as directed.
- 13. NMHS Governance, Safety and Quality Requirements**
 - 13.1 Participates in the maintenance of a safe work environment.
 - 13.2 Participates in an annual performance development review.
 - 13.3 Completes mandatory training (including safety and quality training) as relevant to role.
 - 13.4 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.
 - 13.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 13.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 14. Undertakes other duties as directed**

Work Related Requirements

Essential Selection Criteria

1. Experience in general maintenance support functions.
2. Physically fit to undertake the duties required.
3. Ability to work unsupervised.
4. Possess sound communication and interpersonal skills.
5. Ability to work in a team environment.
6. Possess a current 'C' class driver's licence.

Desirable Selection Criteria

1. Forklift drivers certificate of competency.
2. Experience in the use of personal computers and generic office software packages.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Possess a current 'C' class driver's licence.

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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: