



HSS Registered August 2019

Supervisor Carpentry
Health Salaried Officers Agreement: Level G6
Position Number: 003943
Facilities Management
North Metropolitan Health Service

Reporting Relationships

QE11 Facilities Manager
 Award Level: HSO Level G10
 Position Number:007993



Engineering Manager
 Award Level: HSO Level G7
 Position Number:000345



This Position



← Also reporting to this supervisor:

- Trade Supervisors
- Garden and Grounds

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•
Carpenters		6.0	

Prime Function / Key Responsibilities

Responsible for and carrying out all carpentry and maintenance works for all plant, equipment, facilities and buildings across the North Metropolitan Health Service. Provides technical support for building services coordinates and directs activities of various building trades' staff. Supervises and ensures practical training of apprentices.

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Brief Summary of Duties (in order of importance)

1. Assists the Facilities Management Division in developing an efficient and cost effective system of Carpentry works and maintenance for all facilities and buildings on site by coordinating and supervising the activities of nominated staff and on site contractors to ensure specifications, quality, timelines and cost effectiveness of work meets customer requirements and comply with Hospital policies, practices and relevant legislation.
2. Prepares work estimates and provides quotations and technical advice to clients as required.
3. Controls and monitors expenditure allocated to projects under control and assists the Facilities Management Division in formulation of annual works programmes and budgetary estimates.
4. Liaises with, coordinates, directs and supervises external contractors as required.
5. Provides a consultancy and advisory service to on and off-site managers/supervisors as required.
6. Performs off-site visits/inspections as required
7. Actively participates in and facilitates redevelopment requirement requirements as they arise.
8. Ensures safety requirements and procedures for staff and contractors are adhered to. Equipment issued to staff is in good working order and is in accordance with Occupational Safety and Health requirements.
9. Participates in continuous Quality Improvement activities to improve the operational efficiency of the Department.
10. Carries out regular inspections of site buildings, equipment and plant incorporating planned maintenance.
11. Procures and maintains an optimum and cost effective supply of work materials, equipment and spares as required.
12. Maintains liaison with other sections of the Engineering Department in regard to operational requirements.
13. Assists in the recruitment/selection/orientation process and resolves human resource/payroll/leave enquiries on behalf of staff.
14. Undertakes the implementation and maintenance of performance management systems, which support the systematic continuing development of teams, individuals and apprentices, including carrying out performance management interviews.
15. Provides technical support to enable the continued safe and efficient operation of services of the QEII Medical Centre.
16. Ensures the provision of Carpentry and Joinery services across the QEII Medical Centre in accordance with planned maintenance schedules and operational requirements.
17. Plan, implements and coordinates daily work schedules of Carpenters, trades assistants and apprentices.
18. Coordinates and directs the activities of building trades staff as assigned.
19. Assists in the administration of maintenance and project contracts and the supervision of contractors as required.
20. Undertakes other duties as directed.

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NMHS Governance, Safety and Quality Requirements

- Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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, North 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.

Work Related Requirements

Essential Selection Criteria

1. Relevant Carpentry Trade Certificate.
2. Previous supervisory experience in a workshop related environment.
3. Sound post-trade experience.
4. Demonstrated effective written communication and interpersonal skills.
5. Demonstrated organisational and analytical skills.
6. Knowledge and understanding of continuous quality improvement principles and their practical application in evaluating and meeting customer needs.
7. Experience in the use of computers and computerised works management systems mainframe and personal computers.
8. 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. Previous relevant experience in a hospital engineering or healthcare environment or a large service related organisation.
2. Advanced Craft certificate in Carpentry and Joinery.
3. Experience in planning and executing training for Carpentry and Joinery apprentices and other staff.
4. Knowledge of building estimating procedures.
5. Certificate IV in Assessment and Workplace Training.

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.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Shyam Rozare
Signature/HE:105127
Date:02/08/2019

Dept./Division Head

Name: Peter Easson
Signature/HE:31542
Date:02/08/2019

Position Occupant

Name:
Signature/HE:
Date: