



HSS Registered August 2019

Supervisor Mechanical Fitter
Health Salaried Officers Agreement: Level G6
Position Number: 000368
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	•
Mechanical Fitter		9.0	

Prime Function / Key Responsibilities

Responsible for providing an efficient and cost effective mechanical fitting works and maintenance for all plant, equipment, services, facilities and buildings for the North Metropolitan Area Health Service.

Supervisor Mechanical Fitter | Level G6 | Position Number: 000368

Brief Summary of Duties (in order of importance)

1. Assists the Facilities Management Division in developing an efficient and cost effective system of Mechanical Fitting and maintenance for all plant, equipment, services, 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 Manager Engineering and Mail Services 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 requirements as they arise.
8. Ensures safety requirements and procedures for staff are adhered to and equipment issued to staff is in good working order and meets safety 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 plant, equipment, materials 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 individual and team performance and skills which may include training of apprentices.
15. Will be responsible for the statutory inspections of all classified plant and equipment on site.
16. Undertakes other duties as directed.

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 Mechanical Fitters Trade Certificate.
2. Previous supervisory experience in a workshop related environment.
3. Sound post-trade experience.
4. Demonstrated effective written and verbal communication and interpersonal skills.
5. Demonstrated organisational, analytical and problem solving skills.
6. Sound knowledge and appreciation of occupational health and safety issues and contemporary human resource management practices and principles.
7. Knowledge and understanding of continuous quality improvement principles and their practical application in evaluating and meeting customer needs.
8. Experience in the use of computers and computerised works management systems mainframe and personal computers.
9. 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 experience in a large service related organisation.
2. Current 'C' class driver's licence.
3. Advanced Certificate in Mechanical Engineering.

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:01/08/2019

Dept./Division Head

Name: Peter Easson
Signature/HE: 31542
Date: 01/08/2019

Position Occupant

Name:
Signature/HE:
Date: