



HSS Registered

**Engineering Maintenance Supervisor**  
**Health Salaried Officers Agreement; HSO Level G6**  
**Position Number: 002600**  
**Facilities Management**  
**Fremantle Hospital / South Metropolitan Health Service**

**Reporting Relationships**

Manager Facilities Management  
 HSO Level G10  
 113378



Campus Facilities Manager  
 HSO Level G8  
 002464



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• 1 x Painter	BSEA; Level	1 FTE
• 3 x Electricians	BSEA; Level	3 FTE
• 1 x Handyperson	BSEA; Level	1 FTE

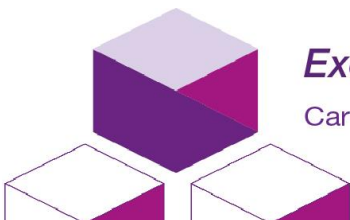
Also reporting to this supervisor:

- Shift Engineers x 4
- Engineering Works Supervisor
- Secretary



**Key Responsibilities**

- Responsible for the management of trade staff and contractors engaged to undertake the repairs/enhancements/maintenance of facilities infrastructure at Fremantle Hospital managed sites.
- Execute the planned work schedule as per plan in a safe and efficient manner. Execute reactive works in a safe and efficient manner.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

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

### 1. Works

- 1.1 Undertakes the works as specified on the planned maintenance schedule.
- 1.2 Undertakes reactive maintenance works by way of building repairs and breakdown services as required.
- 1.3 Undertake building alterations / refurbishment work not covered by minor or capital works programs.
- 1.4 Prepares work estimates and provides quotations and technical advice to clients as required.
- 1.5 Ensure services and practices align with the requirements of :
  - Western Australian Health facility guidelines for Engineering Services ,
  - Western Australian Health facility guidelines for Architectural Services ,and
  - National Safety and Quality Health Service Standards,
  - Other recognised health standards.
- 1.6 Set daily, weekly key priorities and targets and report on outcomes to key stakeholders.

### 2. Administration

- 2.1 Prepares specifications, estimates and undertakes evaluations for works projects.
- 2.2 Maintains information systems such as EMPAC, PDMS and Document Storage systems.
- 2.3 Maintains in-house databases for works and maintenance programs.
- 2.4 Coordinates and verifies accounts for payment.
- 2.5 Approves payment of accounts within delegation schedule.

### 3. Supervision

- 3.1 Responsible for the engagement of and directs, coordinates and supervises external contractors who are contracted to provide services to Facilities Management.
- 3.2 Directs, coordinate and supervise Facilities Management staff undertaking maintenance works.
- 3.3 Ensures that work undertaken by in-house staff and contractors is completed in accordance with specifications and regulations.
- 3.4 Assists in the recruitment/orientation process & resolving human resource issues on behalf of Staff and Contractors.
- 3.5 Participates in an annual performance development review and undertakes performance development review of staff under supervision.

### 4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Acts as Fire Warden for Facilities P Block.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Building/ Engineering Trade qualification and/or demonstrated equivalent experience.
2. Demonstrated project management skills.
3. Demonstrated organisational & leadership skills.
4. Demonstrated knowledge & application of building construction techniques.
5. Well-developed communication & interpersonal skills.
6. Experience in estimating & quoting.
7. Current "C" or "C.A." class drivers licence.
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. Knowledge of Mechanical & Building systems.
2. Experience in the use of Microsoft Office Applications including MS Visio and MS Project.
3. Experience in the use of EMPAC and PDMS.
4. Knowledge of Disability Services – Awareness of access to health services that affect the clients of this position.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current "C" or "C.A." class drivers licence.
- Provision of the minimum identity proofing requirements.
- 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

\_\_\_\_\_  
Dept. / Division Head Name      Signature      or      HE Number      Date

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 15 August 2019