



HSS Registered

Facilities Supervisor
Health Salaries Officers Agreement: Level G6
Position Number: 106530
Facilities Management and Infrastructure / Finance & Infrastructure
Armadale Health Service / East Metropolitan Health Service (EMHS)

Reporting Relationships

Manager Facilities Management
 HSO Level G10
 Position Number:102579



Campus Facilities Manager
 HSO Level G8
 Position Number:113189



This Position



Directly reporting to this position:

| Title | Classification | FTE |
|-------------------------------------|----------------|-----|
| • Mechanical Fitter | EBS | 1.0 |
| • Facilities Maintenance Technician | EBS | 3.0 |
| • Handyperson | EBS | 1.0 |
| • Carpenter | EBS | 1.0 |
| • Plumber | EBS | 1.0 |
| • Electrician Fitter | EBS | 1.0 |
| • Refrigeration Fitter | EBS | 1.0 |
| • Gardener | EBS | 1.0 |

Also reporting to this supervisor: ←

- Administration Assistant, HSO G3: 1.00 FTE
- Assistant Purchasing Officer HSO G2 :1.0 FTE

Key Responsibilities
 Responsible for the management of Engineering and building trades staff and contract staff engaged to undertake the repairs/enhancements/maintenance of resources and associated equipment at the Armadale Health Service, Kalamunda District Community Hospital, and associated sites.

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

1. Management and Supervision

- 1.1 Provides a consultancy and advisory service to on site managers/supervisors together with a range of external organisations engaged to provide services to the hospital.
- 1.2 Prepares work estimates and technical advice to clients as required.
- 1.3 Develops contracts, including procurement planning, associated procurement documentation, evaluation, awarding and contract management.
- 1.4 Coordinates and verifies accounts for payment.
- 1.5 Responsible for the supervision of Engineering Services staff to ensure work is completed in accordance with specifications and regulations.
- 1.6 Supervises workshop personnel with regard to attendance, work performance and departmental procedures.
- 1.7 Ensures that all machinery, equipment and workshop facilities are kept safe, clean and properly maintained.
- 1.8 Undertake research into and sources parts, equipment, materials and services to support the maintenance and repair of services.
- 1.9 Liaises closely with other supervisory staff, Works Planner and Facilities Management staff in order to meet operational requirements and to ensure that optimum maintenance and repair solutions are adopted.
- 1.10 Undertakes or assists in the investigation of complex operational problems and prepares reports with recommendations on remedial actions.
- 1.11 Project manages minor works and construction projects as assigned
- 1.12 Prepare technical reports/specifications and evaluates tender documentation in compliance with relevant policies and procedures.

2. Preventative Maintenance

- 2.1 Responsible for the building engineering preventative maintenance programs.
- 2.2 Responsible for the engagement of and directs, coordinates and supervises external contractors who are contracted to provide services to Engineering Services to ensure that work is completed in accordance with specifications and regulations.

3. Repairs/Breakdowns

- 3.1 Responsible for contracting of external providers for the provision of engineering repairs and breakdown services and to undertake engineering alterations / refurbishment as directed.
- 3.2 Liaises with other sectional staff relating to the timing of planned maintenance and repair activities to minimise equipment down time and disruption of services.
- 3.3 Prepares work estimates and provides quotations and technical advice to clients as required.
- 3.4 Supervises in-house workforce and external providers and ensures that work is completed in accordance with specifications and regulations

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- 4.2 Actively participates in the Peak Performance program.
- 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, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 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

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and Essential Selection Criteria

Essential Selection Criteria

1. Possession of a trade certificate in a relevant engineering /building discipline.
2. Demonstrated experience at a supervisory level within a mechanical services environment.
3. Demonstrated project management skills and significant experience in managing building services/construction related projects.
4. Well-developed organisational and planning skills.
5. Well-developed communication and interpersonal skills including the ability to liaise and consult with a range of stakeholders in various contexts.
6. Demonstrated conceptual, analytical and problem solving skills.
7. 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. Demonstrated understanding and promotion of the concept of best practice and continuous improvement.
2. Relevant experience in the use of personal computer software applications, and knowledge of basic clerical and other general office procedures.
3. Qualification in Front Line Management or related area.

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 |
| 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 | March 2019 | Last Updated on | March 2019 |
|------------|------------|-----------------|------------|