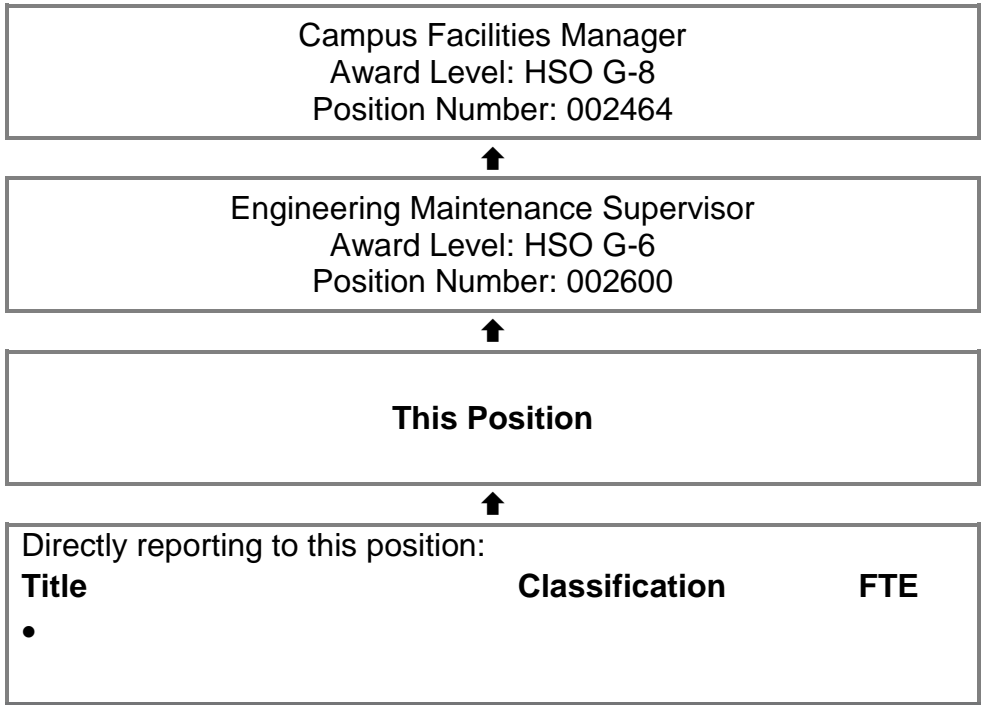




HSS REGISTERED

Electrical Fitter
Engineering and Building Services Agreement: EBS Level 5
Position Number/s: 000170, 113490 and 113489
Engineering Department / Infrastructure, Facilities Management & Health Support Services
Fremantle Hospital

Reporting Relationships

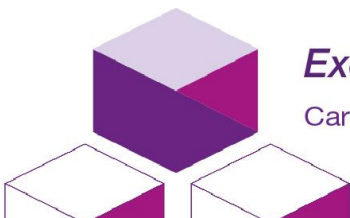


- Also reporting to this Manager:
- Shift Engineers, 4 FTE
 - Engineering Works Supervisor, 1 FTE
 - Engineering Maintenance Supervisor, 1 FTE
 - Secretary – Engineering, 1 FTE

- Also reporting to this supervisor:
- Painter, BSEA, 1 FTE
 - Handyperson, BSEA, 2 FTE
 - Plant Operator, BSEA, 1 FTE

Key Responsibilities

To maintain a high quality environment for patients, staff and all site users by carrying out electrical repair, maintenance and installation services to the Fremantle Hospital and associated buildings. Liaise and work with other staff members and Contractors to ensure an efficient, effective maintenance and repair service.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Duties

- 1.1 Carries out maintenance and repairs to buildings, plant, electrical services and equipment as per engineering requisitions.
- 1.2 Investigates minor new work tasks and makes recommendations, estimates material quantities and carries out installations or modifies existing works as required.
- 1.3 Carries out routine planned/preventative maintenance duties as per the Engineering Works Maintenance System.
- 1.4 May be required to work in a Leading Hand role for up to 10 staff.
- 1.5 Records important maintenance activities on the Preventative Maintenance System.
- 1.6 Determines materials necessary to provide the electrical fitting service.
- 1.7 Ensures all electrical Switch rooms, distribution boards, electrical worksites and spaces are kept securely locked, free from hazards and safe from intrusion.
- 1.8 Attends to after-hours faults when available.
- 1.9 Conducts electrical safety checks of patient care areas in accordance with AS2500 Guide to the safe use of electricity in patient care and departmental policy.
- 1.10 Carry out new installation work as directed and update section 1 of the Electrical log book,
- 1.11 Record other electrical work or incidents in Section 2 of the Electrical log book.
- 1.12 Assists with Procurement, Audits and Disposal of inventory (Bills of Materials) used by SMHS when required.
- 1.13 At all times endeavour that work is conducted in the most economical and efficient manner.
- 1.14 Required to keep the electrical workshop in a clean, tidy and safe condition.
- 1.15 Assists with apprentice and staff training.

2. SMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Possession of a Trade Certificate in Electrical Fitting, an unrestricted "A Grade" electrical licence and substantial post trade work experience.
2. Working at heights, confined space qualifications and High Risk License.
3. Demonstrated safety standards applicable to electrical services, electrical equipment and workshop machinery operations.
4. Understands and applies fault finding and quality control techniques.
5. Good interpersonal and communication (verbal and written) skills.
6. The ability to work unsupervised in a team environment to provide a customer focused service.

Desirable Selection Criteria

1. Experience in a hospital environment or similar multi-skilled environment.
2. Keyboard skills as a variety of computer programs are utilised.
3. Knowledge of electrical and electronic control systems, control principles and the maintenance of control system components.
4. Sound knowledge of electrical distribution systems installed in a large facility.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
6. Supervisory experience/or frontline management training.

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
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..... Dept. / Division Head Name Signature	or HE Number Date
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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	February 2020
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