

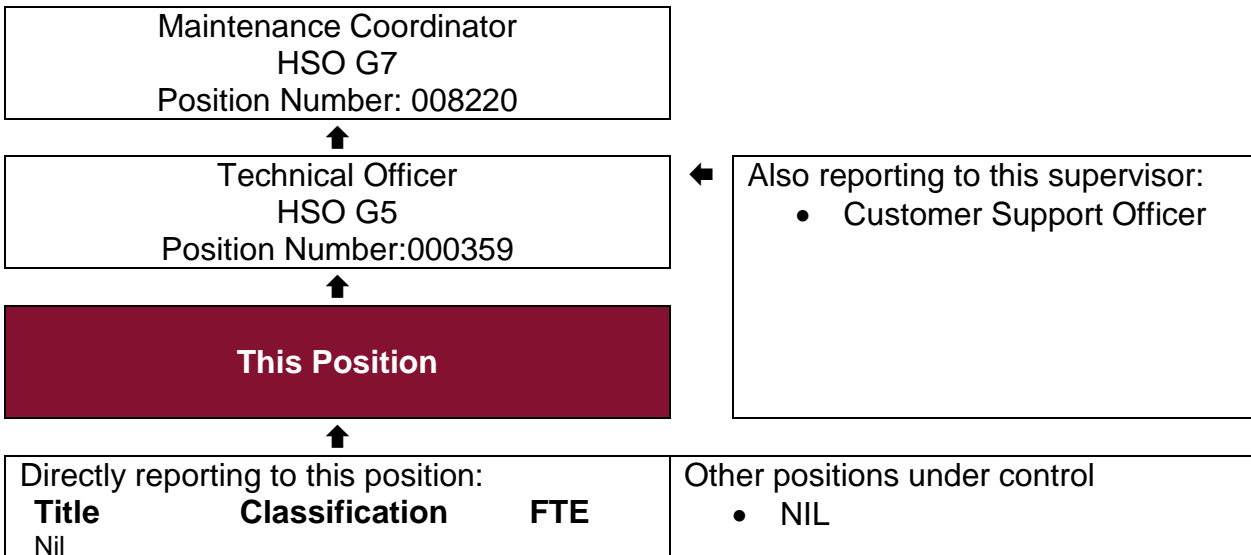


North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Maintenance Administration Assistant
Health Salaried Officers Agreement: G3
Position Number: CG008382
Facilities Management
North Metropolitan Health Service

Reporting Relationships



Prime Function / Key Responsibilities

Assist in the development and operation of a computerised system of work management for North Metropolitan Health Services to ensure the provision and maintenance of appropriate, safe and cost effective environmental services.

Brief Summary of Duties

Duties

1. Assesses and processes work requests for allocation to appropriate supervisors, including:
 - Telephone and computer enquiries.
 - Redirecting those requiring investigation or quotation, ensuring appropriate cost codes, asset numbers, supervisor and skill codes are recorded.
2. Operates, develops, schedules and maintains the preventive maintenance facility by providing:
 - Standard job procedures.
 - Planned maintenance services for plant and equipment, recording service frequencies and estimated man-hours.
 - Investigation on specific maintenance tasks.
 - Shutdown requests for preventive maintenance work.
 - Reports on failure of individual items of plant and equipment.
 - Report on overdue jobs and provides feedback report forms.
 - Feedback comments on completed jobs and recording the appropriate action.
 - Analysis on item history and current repair jobs for future services, liaising as necessary with supervisors.
3. Provides computer generated department/management reports.
4. Maintains and operates the NMHS Contractor Management System as required on a daily basis.
5. Provides regular client contact regarding job requirements.
6. Provides a 'Help Desk' facility for users of the computerised Engineering Works Management System and general Facilities Management queries.
7. Maintains an up-to-date register of all engineering assets.
8. Maintains register and inspection report sheets for classified and designated plant and equipment.
9. Investigates alternative and new technology maintenance procedures as directed.
10. Initiates call-out of contractors as required for specific work covered by contract agreements.
11. Maintains associated files and records.
12. Provides relief cover for Customer Support Officer position as required.

NMHS Governance, Safety and Quality Requirements

13. Participates in the maintenance of a safe work environment.
14. Participates in an annual performance development review.
15. Completes mandatory training (including safety and quality training) as relevant to role.
16. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
17. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
18. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Vocational qualifications or demonstrated experience in a similar role.
2. Knowledge and experience of building services operational plant and equipment.
3. Demonstrated knowledge of preventive maintenance principles and techniques.
4. Ability to work unsupervised and to work effectively in a team environment.
5. Conversant in the use of personal computers and various software applications.
6. Well-developed written and verbal communication skills.
7. Analytical and organisational skills.

Desirable Selection Criteria

1. Previous relevant experience in a hospital engineering, healthcare environment or a large service related organisation.
2. Experience in the use and operation of a computerised Engineering Works Management System including database structures.
3. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.

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: Peter Easson
Signature/HE:31542
Date:21/11/2019

Dept./Division Head

Name:
Signature/HE:
Date:26/11/2019

Position Occupant

Name:
Signature/HE:
Date: