



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service – Midwest		Position No:	001038
Division:	Gascoyne	Title:	Handyman
Branch:	Carnarvon	Classification:	HSW Level 3/4
Section:	Engineering	Award/Agreement	Health Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"> <tr><td>Title:</td><td>Operations Manager</td></tr> <tr><td>Classification:</td><td>HSO Level G11</td></tr> <tr><td>Position No:</td><td>001920</td></tr> </table>	Title:	Operations Manager	Classification:	HSO Level G11	Position No:	001920	<p>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</p> <table border="1"> <tr><td>Title</td></tr> <tr><td>Electrician</td></tr> <tr><td>Maintenance Clerical Officer</td></tr> <tr><td>Handyman</td></tr> </table>	Title	Electrician	Maintenance Clerical Officer	Handyman
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Positions under direct supervision:	← Other positions under control:																
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Section 3 – KEY RESPONSIBILITIES

Provide maintenance and support functions including gardening, repairs and general labouring relating to the hospital, accommodation and associated health service sites within the Gascoyne Region. To be continually aware of on job and public safety procedures.

WA Country Health Service Midwest
5 January 2021
REGISTERED

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		CLASSIFICATION	HSW Level 3/4



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to

improve care.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	MAINTENANCE		
1.1	Assists tradespersons as required.		
1.2	Completes minor repairs and maintenance to health services facilities, accommodation and equipment.		
1.3	Installs fixtures for home care services.		
1.4	Maintains air-conditioners including replacing belts, cleaning condensers, replacing and cleaning filters as required.		
1.5	Maintains trolleys and bed castors as per maintenance schedules.		
1.6	Repairs & inspects wheel chairs, walking frames and crutches.		
1.7	Removes and disposes of waste from maintenance department and stores.		
1.8	Completes relevant work order documentation for all maintenance and repair work.		
1.9	Provides assistance at other locations within the Gascoyne Region based on operational requirements as required.		
1.10	Wash and clean Maintenance pool vehicles as per schedule.		
2.0	GARDENING		
2.1	Maintain all gardens and grounds keeping them weeded, pruned, debris free, lawns mowed and edged on the Hospital estate, on-site units and off-site staff quarters.		
2.2	Ensures all paths are kept clear of litter.		
2.3	Carries out maintenance of garden areas including: watering, fertilising, weeding, pruning, lopping of trees and removal of litter to the tip.		
2.4	Installs and maintains reticulation systems within the Gascoyne Health Service facilities of Carnarvon.		
2.5	Performs pre-checks of gardening motorised equipment, prior to use, conduct basic routine maintenance of lawn mowing and other associated equipment.		
2.6	Apply pesticides and herbicides where required to ensure appropriate compliance with OSH regulations and MSDS.		
2.7	Removal of garden rubbish from Hospital and accommodation sites as required.		
2.8	Maintain garden sheds in a clean and safe condition.		
2.9	Carries out pool maintenance, cleaning, testing & ensuring PH levels are correct, adding chemicals as required. Twice daily; carry out required tests and record results in log book.		
2.10	Maintain filters and salt water chlorinator as per manufactures instructions.		
2.11	Report any repairs, maintenance, hazards or areas requiring particular attention to the Maintenance Officer.		
2.12	Design and maintain gardens, including landscaping and reticulation, taking into consideration size, choice of suitable plants, conditions and requirements.		
3.0	OTHER		
3.1	Other duties as directed by Maintenance Officer		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

**WA Country Health Service
Midwest**

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated ability to carry out minor maintenance repairs with minimum supervision.
2. Previous experience in gardening with knowledge of reticulation and motorised equipment.
3. Demonstrated verbal and interpersonal skills.
4. Demonstrated personal organisational skills.
5. Ability to work with limited supervision and use initiative in prioritising work duties.
6. An Understanding of and commitment to the principles of Occupational Safety & health.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Experienced in chainsaw use and management.
2. Demonstrated knowledge of safety procedures when handling fertiliser, pesticide and herbicide.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Carnarvon	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Evidence of a current C or C-A Class drivers licence and ability to travel within the region as required • Allowances • District allowance; air conditioning subsidy (if applicable); extra one week's leave north of 26° parallel; air travel concession 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date:
Manager



Signature and Date:
Regional Director



As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

