



## HSS REGISTERED

# Electrical Fitter

## Engineering and Building Services Agreement: Level 6 - 10

Position Number: 102525, 102527, 102528, 102581

Facilities Management Royal Perth Hospital / Facilities Management and Infrastructure  
Finance & Infrastructure / East Metropolitan Health Service

### Reporting Relationships

Facilities Maintenance Manager  
HSO Level: G-8  
Position Number: 601987



Engineering Supervisor  
HSO Level: G-6  
Position Number: 602765



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Refrigeration Fitter; EBS; 6.00FTE
- Mechanical Fitter; EBS; 6.00FTE
- Driller; EBS; 1.00FTE

### Key Responsibilities

Provides electrical repair, maintenance and installation services to the East Metropolitan Health Service.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refer 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 (in order of importance)

### 1. Preventative Maintenance

- 1.1. Carries out preventative maintenance duties as per the Engineering Works Maintenance System assigned tasks.
- 1.2. Records important maintenance activities on the Preventative Maintenance System

### 2. Repairs & New Minor Works

- 2.1. Carries out repairs to plant, electrical services/equipment and associated controls.
- 2.2. Investigate faults and minor new work tasks and reports recommended solutions to Supervisor, including estimates for materials.
- 2.3. Carries out new electrical installations and modifies existing installations as required.

### 3. Administrative

- 3.1. Organises and directs Handypersons, Apprentices and workplace experience students as required.
- 3.2. Initiates engineering purchase orders for electrical system components and materials as required.
- 3.3. Determines and orders the parts and materials necessary to provide the electrical service.

### 4. Security

- 4.1. Ensures the electrical fitting workshop, switch rooms, distribution boards and all mechanical services plant rooms and spaces are kept securely locked, free from hazard, clean and tidy; and safe from intrusion.
- 4.2. Takes care of tools and equipment provided; and ensures no tools or equipment is left unattended in secure areas.

### 5. EMHS Governance, Safety and Quality Requirements

- 5.1. Participates in the maintenance of a safe work environment.
- 5.2. Actively participates in the Peak Performance program.
- 5.3. 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.
- 5.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5. 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.

### 6. Undertakes other duties as directed.

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Possession of an Electrical Trade Certificate, an unrestricted "A Grade" electrical licence and substantial post trade work experience.
2. Demonstrated understanding of fault finding and safety standards applicable to electrical services, electrical equipment and workshop machinery operations.
3. Sound knowledge of electrical distribution systems installed in a large facility; and the ability to read and understand electrical/controls drawings.
4. Knowledge of electrical and electronic control systems, control principles and the maintenance of control system components.
5. Ability to work with limited supervision in a customer focused team environment.
6. Demonstrated good interpersonal and communication (verbal and written) skills.

### Desirable Selection Criteria

1. Progress towards an in-house electrical installation work licence
2. High voltage licence.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Unrestricted "A Grade" Electrical Licence
- 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	April 2021
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