



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WACHS – South West		Position No:	610380
Division:	Infrastructure	Title:	Maintenance Assistant (Handyperson)
Branch:	Maintenance	Classification:	EBS Level 5-7
Section:	Wellington Engineering	Award/Agreement	Engineering and Building Services Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Facilities Manager
	Classification:	HSO Level G-7
	Position No:	613161



Responsible To	Title:	Maintenance Officer Wellington
	Classification:	HSO Level G-5
	Position No:	610381



This position	Title:	Maintenance Assistant (Handyperson)
	Classification:	EBS Level 5-7
	Position No:	610380



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Electrician
Engineering Clerk
Handyperson



Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td></td> </tr> </tbody> </table>	Position No.	Title	NIL		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
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NIL									
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Section 3 – KEY RESPONSIBILITIES

Carries out general maintenance and repairs at all sites within the Wellington Area.

<p>WA Country Health Service South West</p> <p>16 March 2022</p> <p>REGISTERED</p>

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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	PLANNED MAINTENANCE		
1.1	Carries out regular maintenance as per the delegated maintenance schedule, for example, cleaning of filters, evaporative cooler sprays, greasing bearings, cleaning of gutters.	D	55
2.0	REPAIRS		
2.1	Carries out pre-authorised minor repairs and modifications to plant and/or equipment as identified by maintenance management system.	D	30
2.2	Prioritises and addresses essential repairs immediately.	D	
2.3	Cleans plant and equipment whilst brought into workshop for repair e.g. pumps.	D	
2.4	Completes small and touch-up painting of buildings and equipment.	O	
2.5	Assists other Maintenance staff as required.	W	
2.6	Packaging equipment to be sent for repairs to various destinations and liaising with repair agencies.	D	
2.7	Liaising with couriers for the pick up of goods.	D	
3.0	STORES		
3.1	Ensures the safekeeping and storage of tools and equipment in the workshop.	D	10
3.2	Maintains a secure general workshop store at all times.	D	
3.3	Cleans and upkeeps plant rooms, emergency battery room and workshop.	D	
3.4	Collects ordered parts and materials with Hospital vehicle.	W	
4.0	OTHER		
4.1	Transports rubbish for removal to the tip.	M	5
4.2	Carries out work duties according to safe manual handling practices and Occupational Safety and Health policies.	D	
4.3	Participates in compulsory training and development activities including Occupational Safety & Health and Fire & Safety.	O	
4.4	Other duties as designated by the Maintenance Officer.	O	
	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.		



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated maintenance/handyperson experience.
2. Ability to operate, maintain and undertake repairs on maintenance, workshop and/or gardening equipment.
3. Ability to work with minimal supervision and in a team environment.
4. Sound interpersonal skills and communication skills.
5. Ability to use initiative in prioritising work duties.
6. Eligible for / or in possession of a current C or C-A Class driver's licence.

DESIRABLE

1. Previous experience working in a hospital environment.
2. Previous trade or trades assistance experience.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service Delivery.

Section 6 – APPOINTMENT FACTORS

Location	Wellington	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 Pre- Employment Health Assessment. • Successful WA Health Integrity Check. • Successful Criminal Record Screening clearance. • Evidence of a current C or C-A Class drivers licence. 		
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: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

