



Job Description Form



WHEATBELT

Landscape Photos: Tourism Western Australia

Position Title

Position number: 607092

Regional Electrical Maintenance Officer

Regional Overview

The WACHS Wheatbelt region extends from the Turquoise Coast to Southern Cross to the Darling Scarp to the regional towns of Wagin and Lake Grace. The Wheatbelt is a region of enormous opportunity, with a close proximity to metropolitan areas, rich diverse cultural heritage and growing development and innovation. Health services currently available to the Wheatbelt community include emergency care and retrieval, acute and sub-acute inpatient care, aged care, mental health and population and community health.

With four integrated district hospitals (Narrogin, Northam, Merredin and Moora), 18 small hospitals and 17 health centres/nursing posts and clinics, you will find a strong sense of community, exciting lifestyle and career opportunities. WACHS Wheatbelt is a great place to live, work and explore!

About the WA Country Health Service

Our Strategic Priorities



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.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: Regional Electrical Maintenance Officer	Position Number: 607092	Classification: HSO Level G4
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Directorate Overview

WACHS Infrastructure is committed to providing quality services to assist people in country Western Australia. The Wheatbelt Infrastructure and Support Services team is diversely skilled and united, and proactively delivers effective and relevant critical services to the Wheatbelt. The Infrastructure team provides a high-quality service with honesty, collaboration and professionalism, using their local knowledge to be aware and understanding of the communities in which it operates.

The Wheatbelt Infrastructure portfolio includes areas such as Purchasing and Supply, Minor and Capital Works, Staff Accommodation, Fleet Management, Engineering Services and Post Construction Work.

Position Details

Position Number:	607092	Registration Date:	10 November 2021
Classification:	HSO Level G4	Location:	Northam
Award / Agreement:	Health Salaried Officers		
Organisational Context:	Infrastructure & Support Services		

Position Overview

This role provides effective servicing to electrical, electronic, communication and mechanical equipment within designated areas within the Wheatbelt Region.

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.

Reporting Relationships

Responsible to:

Facilities Manager - Western
HSO Level G6
615733



This position:

Regional Electrical Maintenance Officer
HSO Level G4
607092



Positions under direct supervision:

Nil

Other positions reporting to this position:

Regional Electrical Maintenance Officers HSO Level 2
Electricians BSEA Level 5
Building Services Assistants BSEA Level 1
Clerical Officer HSO Level G2



Key Duties/Responsibilities

MAINTENANCE REPAIRS

1. Provide efficient and effective servicing of electrical, electronic, communication and mechanical equipment including refrigeration, air-conditioning, sterilisers, hot water boilers, laundry machinery, ro plant and kitchen equipment.
2. Maintain electrical, electronic, communication and mechanical systems as required.
3. Communicate any abnormalities and provide written reports on progress towards rectification to the Facilities Manager and Consultant Engineer.
4. Provide maintenance to networked operating systems.
5. Carry out planned and preventative maintenance as per maintenance programme.
6. Carry out repairs where necessary through the Job Requisition programme & Maintenance programme.
7. Carry out modifications as required.
8. Actively assists Engineering staff and trains apprentice electrician if relevant to current strategies.

INSTALLATION OF ELECTRICAL EQUIPMENT

9. Co-ordinate and be responsible for the installation of new electrical, electronic and communication equipment in consultation and approved by the Consultant Engineer.
10. Assist in commissioning new systems.

GENERAL MAINTENANCE AND REPAIRS

11. Carry out preventative maintenance as and when required outside the maintenance programme.
12. Carry out adhoc repairs where necessary outside the Job Requisition programme.
13. Carry out modifications and alterations, including all facets of building maintenance.
14. Carry out water testing and dosing as required (i.e. RO plants and Legionella)
15. Maintain plant rooms and workshop in a clean and safe condition.
16. Compile monthly readings as required.

TEAM PARTICIPATION

17. Positively participates in and promotes the team management concept within the health service.
18. Attends in-service training programmes and positively participates in performance management programmes.
19. Participates in Department Quality and OSH activities.

OTHER

20. Ensure electrical standards and requirements are met.
21. Promote Electrical safety and Health Department Compliance.
22. Provides an after-hours availability service in response to emergency services and maintenance problems as required.
23. Ensure all facets of the Occupational Safety and Health Act are followed.. .
24. Assist in duties in the absence of other engineering staff.
25. Carry out other duties as instructed by the Facilities Managers and Consultant Engineer.



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Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Eligibility for "A" Class Electrical Fitter and Electrical Mechanic license.
2. Current knowledge and understanding of electrical regulations, standards and legislation.
3. Demonstrated sound oral and written communication and interpersonal skills.
4. Ability to direct own workload and work effectively as part of a multidisciplinary team.
5. Demonstrated effective problem solving, organisational and time management skills.
6. Demonstrated experience in computerised engineering works management systems and Window based programmes.
7. Possession of a current C or C-A Class drivers licence.
8. Experience in general building and equipment maintenance tasks.

Desirable

1. Previous experience working in a hospital environment.
2. Refrigeration and Air-conditioning accredited.
3. Experience with computerised building management, paging, nurse call and security systems.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Currently registered as an "A" Class Electrical Fitter & Electrical Mechanic
- 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 driver's licence and ability to travel throughout the region as required including overnight stays.
- Ability to work at heights – ladders and safety harnesses
- Ability to work in confined spaces – roof spaces

**WA Country Health Service
Wheatbelt**

10 November 2021

REGISTERED

