



HSS Registered

# Handyperson

## Position Details

Position Number: CG001476  
Classification: HMT Level 4  
Agreement: Engineering and Building Services Agreement  
Directorate: Procurement, Infrastructure and Contract Management  
Department: Facilities Management  
Location: North Metropolitan Health Services

## Reporting Relationships

This position reports to:

CG005819	Supervisor Handyperson	HSSO G-5
----------	------------------------	----------

Positions under direct supervision:

Nil

### Primary Purpose of the Role

Maintains a high-quality environment for patients, staff, and all site users by carrying out the handyperson functions including repairs and maintenance across the North Metropolitan Health Services (NMHS).



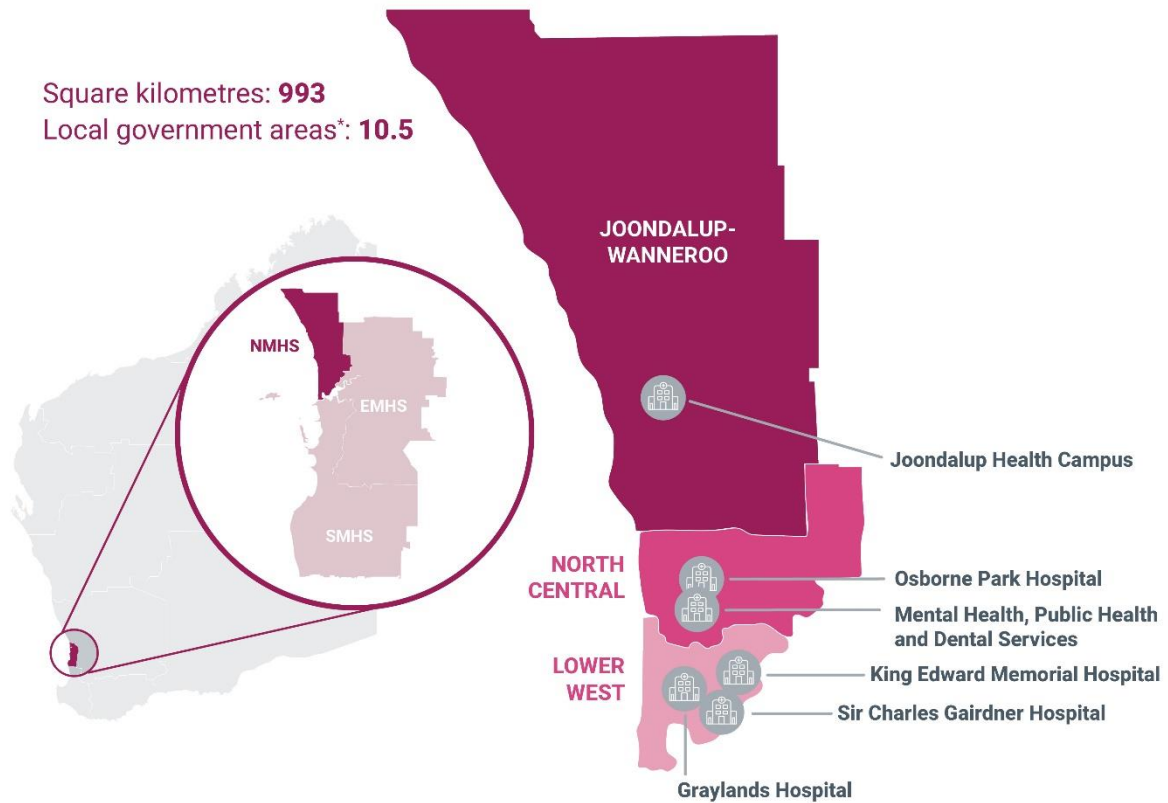
**Vision**

A trusted partner, delivering excellent health care for our people and our communities.



**Mission**

To promote and improve the health of our people and our communities.



**North Metropolitan Health Service**

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia’s total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public–private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



## Our values



### Care

We show empathy, kindness and compassion to all.



### Respect

We are inclusive of others and treat everyone with courtesy and dignity.



### Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



### Teamwork

We work together as one team in a spirit of trust and cooperation.



### Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation’s values.

## Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:

<p><b>Enabling healthy communities</b> We build healthy and engaged communities</p>	<p><b>People-centred care</b> We will place our consumers’ and their carers’ best interests and experience at the core of all we do</p>
<p><b>Integration and connection</b> We will build strong connections and partnerships</p>	<p><b>Innovation and adaptive models of care</b> We will use research and technology to improve outcomes</p>
<p><b>Trusted, engaged and capable people</b> We will invest in our people and our culture</p>	<p><b>Sustainable and reliable</b> We will reduce harm, waste and unwarranted variation</p>



## Key Accountabilities

### 1. Duties

- 1.1 Carries out industrial cleaning of mechanical and other services in areas such as plant rooms, tunnel systems, Central Energy Plant buildings, and outdoors.
- 1.2 Undertakes Planned Preventive Maintenance (PPM) works ensuring compliance with relevant regulatory requirements.
- 1.3 Maintains tools and equipment in good working order and condition, and safely operates machinery as per manufacturer's guidelines.
- 1.4 Provides labour resource for:
  - Movement of heavy and bulky equipment;
  - Movement of and stacking of materials;
  - Erection/dismantling of site signs and barricades;
  - Maintenance of slab footpaths;
  - Routine inspections of site buildings, equipment, and facilities;
  - Maintenance and repair of flyscreens, floor tiles (carpet and vinyl), commodes; and
  - Stocks and maintain cleanliness of tea and coffee making facilities.
- 1.5 Repair and replace ceramic tiles both floor and wall.
- 1.6 Drive work vehicles as required when picking up or moving objects.
- 1.7 Operate forklift when need arises (if appropriate licence held).
- 1.8 Relaying of brick paving.
- 1.9 Ensures all work orders / jobs are carried out to client / tenant requests.
- 1.10 Participates in the staff development program including orientation, in-service, performance appraisals, quality activities and mental health training.
- 1.11 Carries out all duties in accordance with prescribed workmanship standards and complies with all Work Health Safety obligations and prescribed safety standards and best working practice.
- 1.12 Ensures security of hospital property by taking due care in executing allocated tasks.
- 1.13 Carries out general labouring duties to assist trades and other staff.

### 2. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity*

- 2.1 Reflect the NMHS values in the way you work, behave and make decisions.

### 3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in annual Individual Development Plan reviews.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Work Health and Safety legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other lawful duties as directed.





## Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

### Essential Selection Criteria

1. Experience in a variety of maintenance repair and support functions.
2. Demonstrated understanding of relevant legislation, standards, and the codes of practices for safe systems of work, including building codes, machinery, and equipment operations.
3. Demonstrated good interpersonal and communication (verbal and written) skills with the ability to engage with all stakeholders across NMHS sites.
4. Demonstrated ability to work independently with minimal supervision working alongside a dedicated customer focused and multi-skilled team.
5. Demonstrated competency in the use of a computer-based maintenance software and systems.
6. Current "C" or "C.A" class driver's licence

### Desirable Selection Criteria

1. .
2. Forklift Operator Certificate
3. Current knowledge and commitment to Equal Opportunity, and Disability Services in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current "C" or "C.A." class drivers licence.
- Provision of the minimum identity proofing requirements.
- 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**

**Dept./Division Head**

**Position Occupant**

Name:

Signature/HE:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

HSS Registered

Created:

Last Updated: October 2023

**One team, many dreams.**

Care / Respect / Innovation / Teamwork / Integrity

