



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Electrician</b>
<b>Commencement / Last Date Reviewed:</b>	August 2020
<b>Reviewed By:</b>	Chief Operating Officer
<b>EBA:</b>	Victorian Public Health Sector (Maintenance) Agreement 2017-2021

## ORGANISATIONAL STRUCTURE

<b>Role / Team</b>	<b>Area</b>	<b>Direct Reports</b>
Electrician – Facilities & Maintenance Department	Corporate Services	NIL
<b>EBA Classification</b>	<b>Reports To</b>	<b>Professional Accountability</b>
Victorian Public Health Sector (Maintenance) Agreement 2017-2021	Maintenance Supervisor	NHW

## OUR VISION

**To Be Recognised Leaders In Rural Health Care**

## OUR VALUES

**CARING**

**EXCELLENCE**

**RESPECT**

**INTEGRITY**

**FAIRNESS**

## POSITION PURPOSE

Under the umbrella of North East Health Wangaratta Code of Behaviour, the primary responsibility of an Electrician is to, as a member of the Facilities Management Team, apply acquired trade skills and knowledge to ensure a safe Hospital environment for patients, staff and visitors.

This requires the ability to:

- Work in a team environment including helping other trade staff
- Relate to Hospital staff at all levels
- Exercise independent judgement when responding to Hospital staff requirements
- Be courteous in dealing with departmental colleagues and other persons outside of the Facilities Management Department

## KEY SELECTION CRITERIA

### **Mandatory / Essential**

- Electrical Mechanic trade qualification
- A State of Victoria "A" grade electricians' license
- Demonstrated ability to work in multi-disciplinary teams
- Current Victorian driver's license
- Extensive hospital and/or industrial experience in an electrical installation / repairs & maintenance role and emergency generators.
- A current National police records check and renewal every 3 years and a working with children check



## Desirable

- Boiler Attendant Certificate
- Experience in Building Management Systems – preferable INNOTECH
- Experience in Nurse Call system – preferably Raulands
- Experience in Emergency Lighting systems – Commander and / or CMS.
- Experience with BEIMS job system
- Working at Heights Certificate
- Computer/technology skills

## RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Reporting Manager

PERFORMANCE AREA	- RESPONSIBILITY
<b>Core Role</b>	<ul style="list-style-type: none"> <li>- Receive work orders on daily basis emanating from maintenance requests submitted to the Department for electrical maintenance and minor works.</li> <li>- In accordance with prescribed preventative maintenance plans undertake maintenance works within the bounds of trade qualifications, knowledge and experience.</li> <li>- Participate in special refurbishment projects of Hospital properties within the bounds of trade qualifications, knowledge and experience.</li> <li>- Participate in a four-person 7-day roster to facilitate the daily operation of central boiler plant and ancillary equipment. This activity incorporates, when on active duty roster, to be available on an on-call recall basis to attend to out of hours hospital infrastructure or other fault rectification and for fire and/or other emergency response duties. On call duties would not commence until the successful applicant has spent at least 6 months in the role</li> <li>- Participation in Facilities Management and Planning Department team meetings whereat comment relative to departmental issues and functions are encouraged.</li> </ul>
	<b>KPI</b> <ul style="list-style-type: none"> <li>- Minimal down time of and/or access to Hospital infrastructure, properties and equipment to which the incumbent has both supervised and directly provided services</li> <li>- Successful completion of those components of refurbishment projects in which the incumbent was involved.</li> <li>- Facilities Management and Planning Department operational change and/or improvements as a consequence of the incumbent inputs to team meeting</li> </ul>
<b>Employee Obligation- OHS</b>	<ul style="list-style-type: none"> <li>- Participate in the development of a safe and healthy workplace.</li> <li>- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.</li> <li>- Co-operate with management in its fulfilment of its legislative obligations.</li> <li>- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.</li> <li>- To report any injury, hazard or illness immediately, where practical to their supervisor.</li> <li>- Not place others at risk by any act or omission.</li> <li>- Not wilfully or recklessly interfere with safety equipment.</li> </ul>

## WORKING RELATIONSHIPS

### INTERNAL

- NHW staff Members

### EXTERNAL

- Patients and Visitors
- External Contractors



# Standards of Behaviour

## Above the line Our staff will always:

## Below the line Our staff will not:

### Caring

Show compassion to all people  
Demonstrate empathy and understanding  
Work as part of the team  
Mentor others  
Provide encouragement to others  
Care for others the way they would like to be cared for themselves

Be disrespectful  
Be self-centered  
Have inappropriate conversations with others  
Display rudeness

### Excellence

Commit to the NHW Hardwiring Excellence expectations  
Have the courage to question what we do  
Persevere to do the best job they can  
Strive continuously to improve  
Be professional and enthusiastic  
Maintain customer focus

Give up  
Demonstrate a 'can't-do' attitude  
Accept mediocrity  
Be unreliable  
Pass the buck  
Ignore feedback given by patients or colleagues

### Respect

Maintain confidentiality and privacy  
Listen to others and accept differences  
Be punctual  
Respond courteously  
Greet all people by saying hello, smiling and introducing themselves  
Be culturally informed and sensitive  
Respect diverse opinions

Be sarcastic  
Bully, harass or display aggression  
Be judgmental  
Withhold information  
Contribute to rumours  
Leave an untidy workplace

### Integrity

Be open and honest  
Lead by example  
Be responsible and accountable for their own actions  
Stand up and take action  
Escalate issues or behaviors of concern

Be arrogant  
Be dishonest  
Be hypocritical  
Avoid responsibility  
Allow unacceptable behavior

### Fairness

Demonstrate consistency  
Treat people equally  
Be considerate and understanding  
Be collaborative and collegial

Discriminate against others  
Demonstrate favoritism and exclusion  
Refuse to assist others with their workload

Received By Employee

Name: \_\_\_\_\_

Date: \_\_\_\_\_