



Position Description

Position Title:	Maintenance Staff
Award/classification:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Directorate:	Infrastructure and Medical Services
Reports to:	Property and Fleet Operations Manager
Direct reports:	None
Effective date:	November 2018

Overall Position Purpose

This position contributes to the day-to-day maintenance activities required to maintain the buildings, grounds and services of DPV Health owned and leased properties. This is a trade based, hands on maintenance position and will assist in so far as this role allows, with the ongoing availability of services and the productivity of the core businesses.

The Maintenance Staff will provide general repair, improvements and reactive and planned maintenance activities at all DPV Health sites. The position may include an after-hours "call-out" availability if required.

Duties and Responsibilities

Service Delivery – Property Maintenance

- To provide general repairs, improvements and reactive and planned maintenance and handyman duties for all DPV Health sites including but not limited to buildings, grounds, furniture, fittings and minor equipment as required.
- Assist as required with works to be undertaken by external contractors.
- Assist with office set-up including moving furniture for new/existing staff.
- Maintaining equipment and/or arranging relevant repairs and maintenance as required.
- Ordering and purchasing building / maintenance supplies as required.
- Continually assessing building and maintenance requirements.
- To perform driving and portage duties as scheduled, including rotation and servicing of fleet vehicles
- Undertaking any other tasks or responsibilities consistent within the scope of a maintenance role and competency &/or as directed by management.

Reporting, Systems and Analytics

- Actively use DPV Health's reactive and preventative maintenance system (Mex) to ensure maintenance data is accurate and timely
- Be able to operate mobile devices with work/asset management software.

Financials, Budgets, Targets, Funding

- Identifying opportunities for efficiencies.
- Ensure that all financial transactions are undertaken in line with approved DPV Health policy and delegations.

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct.

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- Create and implement a culture of trust, collaboration and ownership.
- Undertake an annual performance review.
- Actively participate in all required training, inductions and development.
- Attend team meetings and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions.
- Take a genuine interest in their career goals.
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct.

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety management system.
- Undertake tasks in accordance with relevant operating procedures or work instructions including wearing correct PPE.

Risk Management and Compliance – Quality and Accreditation

- Actively monitor and improve the quality and safety of their care and services.
- Identify risks as they emerge and proactively address new and known risks.

DPV Health Requirements

- Current Victorian drivers licence.
- Valid Working with Children’s Check (valid for 5 years from the date of issue).
- Disability disclosure scheme statement.
- Satisfactory Police Check (valid for 3 years from the date of issue).
- Occasional after hours and weekend work may be required.
- Travel between sites is required.
- Specific tasks and functions of this role will be detailed through objectives and key performance areas.

Authority

The occupant of this position has authority as per the delegation manual.

Qualifications Required or Desirable:

Required

- Demonstrated experience in general building maintenance and grounds maintenance.

Work Experience, Skills and Behaviours:

In order to succeed in this position, it is expected that you will have:

- As a healthcare provider our customers place their trust in us. You, appreciate a culture of risk management and mitigation. You are committed to maintaining high standards and quality of work and ethics. You are motivated to do what is right legally and morally.

Experience, Skills

- Ability and willingness to communicate effectively at all levels with staff and contractors.
- Demonstrated ability to actively maintain an OH&S compliant work environment.

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- Proven organisation and prioritisation skills.
- Ability to plan, schedule tasks and manage time effectively ensuring deadlines, goals and agreed priorities are met.
- Proven initiatives to work effectively with minimum supervision.
- Able to operate motorised tools and equipment.
- Sound general understanding of hazardous substances, storage and application.
- Ability to work across multiple sites and work functions.
- Understanding of OHS issues and/or trained as OHS representative.
- Ability to work as a team to agreed timelines.
- Interact with empathy and responsiveness and towards common goals. Positive outlook.
- Creates a culture and team environment where people are motivated to be their best and help the organisation achieve.
- Speak up and provide solutions when process are not working.

Leading Change and innovation

- Participates in a culture where change is normalised and appreciated.

Customer Focussed

- Excellent at developing, establishing and sustaining interpersonal relationships.
- Ability to understand the customer needs and delivery the required service

Quality and Commercial Focus/Planning and being Organised

- Thinking about the most effective and efficient processes to get things done. Speaking up and making suggestions when things can be done better for the customer.
- Contributing to a culture of safety, transparency, accountability, teamwork and collaboration.

Communication and an Interpersonal Approach

- Excellent written and verbal communication skills.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity.
- Communicates with a diverse range of audiences in an informative, engaging and persuasive manner.
- You can be tactful and insightful.
- Utilises interpersonal skills and tools to establish constructive rapport with customers from a variety of cultures, religions and socio economic circumstances.

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