

POSITION DESCRIPTION

Position Title:	Mechanical Technician
Business Unit/Department:	Engineering Services
Division:	Health Support Services
Award/Agreement:	Maintenance (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Level 10 – OB41
Reports To:	Facility Manager & Team Leader
Direct Reports:	NA
Date Prepared/Updated:	22 April 2026

Position Purpose

The Mechanical Tradesmans role is to assist the Facilities Management Team in maintaining the integrity of our systems in support of heating, ventilation, air-conditioning, mechanical services and some medical equipment items that require mechanical services. They play a crucial role in working harmoniously with others to deliver high-quality services, which are essential for ensuring the health and well-being of all patients, staff and visitors at Western Health.

Business Unit Overview

The Engineering Services Department at Western Health are committed to ensuring that all buildings, grounds, services, plant, equipment, machinery, furniture & fittings perform efficiently, are maintained and serviced in such a manner that they provide a safe and pleasant environment for patients, staff and visitors to all Western Health sites.

We take pride in providing the essential services that support healthcare, serving one million residents in the West. Western Health is looking for a Mechanical Tradesman to assist the Facilities Management team in maintaining our complex Hospital infrastructure.

Our Vision

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Key Responsibilities

The Engineering Services Department requires a Mechanical Tradesman who will assume responsibility for various tasks. While the role encompasses a wide range of duties, it is supported by a team of other trades. This position offers an excellent opportunity for individuals who enjoy the dynamic nature of work that changes daily.

The Mechanical Tradesman is responsible for working at all Western Health sites, which currently encompass facilities in Sunshine, Footscray, Williamstown, Sunbury, Bacchus Marsh, Melton and associated satellite sites including the Central Production Kitchen in Altona.

As per the Department's organizational structure, the Mechanical Tradesman is expected to provide the following services:

Mechanical

- Apply trade skills in the fabrication, assembly, installation, maintenance, testing, modification, fault-finding, and commissioning of mechanical systems.
- Conduct routine inspections and preventative maintenance on mechanical plant and equipment.
- Diagnose faults and implement effective rectification solutions.
- Perform emergency repairs or isolate mechanical systems, within trade and legislative boundaries.
- Undertake HVAC maintenance including filter replacement and air register cleaning.
- Carry out minor repairs to equipment such as wheelchairs, trolleys, and patient-related appliances.
- Complete ad hoc maintenance tasks as directed by the Team Lead or Facilities Manager.
- Ensure all work is performed in accordance with industry standards and best practices.
- Maintain professional and productive working relationships with colleagues and contractors.

General

- Maintain tools and equipment in a safe, secure, and serviceable condition.
- Report defects and maintenance requirements promptly.
- Assist in maintaining appropriate stock levels of spare parts and materials.
- Provide clear communication and updates to stakeholders regarding work status.
- Support contractors, particularly during system shutdowns.
- Participate in the preventative maintenance program.
- Respond to on-call/after-hours breakdowns as required.
- Accurately complete work orders using the CMMS system to maintain asset history.
- Provide technical support to Engineering Services, contractors, and staff.
- Maintain a sound understanding of building services and hospital infrastructure systems.
- Undertake additional duties as directed by the Facilities Management Team such as new works or those outside your trade.

Level 10 Specific

- Prepare technical reports and documentation as required.
- Interpret plans and technical information to diagnose and resolve issues.
- Identify and report deviations from plans or specifications.
- Plan and coordinate work activities for a team and report on progress and quality.
- Act in the Team Leader role when required.
- Maintain maintenance records, including cost and frequency analysis.
- Provide guidance, support, and training to team members.
- Work with limited supervision, exercising sound judgement and discretion.
- Monitor equipment condition using appropriate diagnostic tools and techniques.
- Undertake quality control and work coordination at a level appropriate to this classification.

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Teamwork

- Foster positive working relationships and contribute to team objectives.
- Participate in meetings, training, and team development activities.
- Support onboarding and mentoring of new staff.
- Promote efficient use of resources and cost-effective practices.
- Stay informed of industry developments and recommend improvements.
- Collaborate with team members to resolve maintenance issues effectively.

Practice and Conduct

- Work in alignment with Western Health's values and "Statement of Best Care."
- Perform duties with consideration for patients, staff, and visitors.
- Adhere to all relevant policies, procedures, regulations, and ethical standards.
- Maintain a professional approach focused on safety, reliability, and service delivery.

Continuous Improvement

- Participate in quality improvement initiatives and audits.
- Support implementation of new processes and innovations.
- Provide constructive feedback and contribute to service improvements.

Professional development

- Maintain and update professional skills and knowledge.
- Participate in mandatory and ongoing training programs.
- Apply and share knowledge gained through development activities.

Contribute to a safe work environment for all staff (mandatory):

- Comply with all Occupational Health & Safety policies and legislation.
- Report hazards, incidents, and unsafe practices.
- Follow infection control and safety procedures at all times.
- Contribute to a safe working environment for all.

KPI'S

- Maintain relevant trade qualifications.
- Achieve a minimum 85% monthly completion rate for Trade Group CMMS requests.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

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Key Working Relationships

Internal:

- Clinical Service Managers
- Health Support Managers
- Engineering Trade Team
- Engineering Administration Team
- Management across all Engineering departments
- Western Health Staff, Patients & Visitors

External:

- Suppliers
- External service providers

Selection Criteria

Essential

- Cert III qualification in Mechanical Trade or Fitting Machinist
- 5 years post trade qualification experience
- Valid Victorian Driver's Licence
- Trade experience of at least 3+ years in a Public Sector or Commercial Establishments
- Demonstrated problem solving ability
- Ability to perform tasks with minimal direction and initiative
- Committed to providing services delivery and with successful outcomes
- Productive team building behaviours aligned with WH values (compassion, accountability, respect, excellence, safety)

Desirable

- 80% Towards an Advanced Diploma of Engineering
- Experience in a Healthcare or Commercial building maintenance
- Machinist Experience
- Familiar with HVAC systems

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures

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- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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