

## POSITION DESCRIPTION

<b>Position Title:</b>	Electrician
<b>Business Unit/Department:</b>	Engineering Services
<b>Division:</b>	Health Support Services
<b>Award/Agreement:</b>	Maintenance (Victorian Public Sector) (Single interest employers) Enterprise Agreement 2023-2027
<b>Classification:</b>	OB38
<b>Reports To:</b>	Facility Manager/Internal Team Lead
<b>Direct Reports:</b>	None
<b>Date Prepared/Updated:</b>	14 October 2024

<b>Position Purpose</b>
<p>The Electrician's role at Western Health is to assist the Facility Management Team in maintaining the integrity of our Electrical systems in support of heating, ventilation, air-conditioning, hot water, emergency, safe drinking water and safe sterilisation. 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.</p>
<b>Business Unit Overview</b>
<p>The Facility Management Team at Western Health are committed to ensuring that all buildings, grounds, services, plant, equipment, machinery, furniture &amp; 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 the hospital.</p> <p>We take pride in providing the essential services that support healthcare, serving one million residents in the West. Western Health is looking for an Electrician to assist the Facilities Management team in maintaining our complex Hospital infrastructure.</p> <p>As the work will vary on any given day this is a great opportunity for someone who thrives on daily changes.</p> <p>The role is such, that you will be called on to attend all Western Health sites which include: Sunshine Hospital, Williamstown Hospital, Footscray Hospital, Bacchus Marsh Hospital, Sunbury Hospital and various satellite sites that Western Health own/manage.</p>

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## Key Responsibilities

**The Electrician will be responsible to the Engineering Services Department – in accordance with the organisational structure of the Department, for the provision of the following services:**

- Maintenance of all plant, equipment, equipment fittings in accordance with the PULSE system as required day to day
- Maintain all tools and workshop equipment in a secure and serviceable condition.
- Ensure the safety of all electrical equipment, in particular all portable and user operated equipment.
- Assist as required in the operation of the preventative maintenance program.
- Test & Tag new electrical equipment as safe before use.
- Be open to a working a rotating shift.
- Be part of the after-hours on call team on a rotating basis.
- Have good working knowledge of all building services and systems in the Engineering Services and Hospital facilities.
- Have a working knowledge of the Building Management System (BMS) and be able to use it for diagnosis of faults.
- To monitor the condition of running machinery and equipment using appropriate tools and techniques.
- Complete all documentation related to work carried out in order to keep asset history records up to date, including COES when completing installation work.
- Assist in maintaining an appropriate level of spare parts and materials.
- Observe and adhere to all relevant Health and Safety and Plant Safety Regulations at all times.
- Notify appropriate person as soon as possible, of defects requiring maintenance.
- At all times be aware of the requirements of Hospital staff, patients and visitors that may affect or be affected by the performance of their duties and execute these duties in an appropriate manner.
- Participate in regular meetings as required for the efficient and effective operation of the Engineering Services Department.
- Conduct themselves in a manner appropriate to the primary mission of the Engineering Department, which is the maintenance of all hospital assets in a safe and operational state.
- Be familiar with emergency procedures for and maintenance of all electrical systems.
- Attend to the electrical requirements of all Western Health Sites.
- Assist building contractors with the knowledge and performance of any shutdowns.
- Other duties as directed

### Teamwork

- Understand the vital role of all members of the team, contribute to harmonious relationships within the team and work positively to achieve team goals.
- Participate in staff meetings and staff training programs, some of which may be outside usual rostered hours.
- Provide assistance to new staff members and assist with orientation programs as required.
- Apply cost effective strategies and use all resources in a responsible and efficient manner.
- Keep abreast of developments and technology in the Health Maintenance field. Use initiative and make recommendations for alterations or improvements.

### Practice and Conduct

- Understand and be willing to work within the philosophies of care of Western Health as they are expressed within the Statement of Best Care.
- Be aware of and ensure that all regulations and legal requirements are strictly maintained.
- Adhere to the code of ethics that may apply to your profession, using the best contemporary practice available.

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### **Continuous Improvement**

- Participate in the implementation and evaluation of quality management policies and procedures, in particular those affecting the internal and external physical environment.
- Provide feedback to the site Facilities Manager and assist clients and their representatives to understand the comments/complaints processes.
- Support trials of new ideas and participate in other continuous improvement activities.
- Continually look at what you do, and how it could be improved.
- Participate in internal audits, customer satisfaction surveys and other quality improvement activities.

### **Professional development**

- Use staff appraisal systems and other opportunities to identify own further development needs/goals.
- Be responsible for ensuring that your skills and knowledge are up to date.
- Attend a variety of staff education and development activities. This includes orientation, fire and emergency training, infection control, manual handling, further development of technical and professional skills and quality improvement activities.
- Implement/share knowledge and skills gained.

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

- Conduct yourself in a manner that will not endanger yourself or others.
- Follow Western Health's Occupational Health and Safety policies and procedures.
- Report any unsafe work practices, hazards, near miss incidents and accidents.
- Maintain an awareness of the Occupational Health and Safety Act 2004 and the Accident Compensation (WorkCover) Act 1992.
- Contribute to safety awareness and promotion by contributing ideas and suggestions.
- Maintain knowledge and practice of infection control / hygiene precautions and Western Health infection control policies and procedures.

### **KPI'S**

- Maintain Trade qualifications
- Maintain Trade group PULSE request at 85% completion monthly rate

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.

### **Key Working Relationships**

#### **Internal:**

- Western Health Staff, Visitors & Patients
- Other members of the Engineering Services team

#### **External:**

- Suppliers
- External Service Providers

### **Selection Criteria**

#### **Essential**

- Trade experience in maintenance/service industry
- 'A' Class Electricians Licence
- Current drivers licence
- 5 years' experience in a Hospital or complex building maintenance department.

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### Desirable

- Familiarity with Customer Service Principles.
- Health Service experience
- Experience with HVAC and reticulation systems
- VSD and Motor control experience

### 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
- 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
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), 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
- 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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