



## POSITION DESCRIPTION

|                                   |                                                                                                                                                 |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POSITION TITLE</b>             | Maintenance Team Leader                                                                                                                         |
| <b>DEPARTMENT</b>                 | Corporate Services                                                                                                                              |
| <b>REPORTS TO</b>                 | Coroporate Facilities Manager                                                                                                                   |
| <b>DIRECT REPORTS</b>             | Maintenance Assistants                                                                                                                          |
| <b>AWARD</b>                      | Victorian Public Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2021-2025 |
| <b>CLASSIFICATION</b>             | HS3                                                                                                                                             |
| <b>DATE OF CREATION/AMENDMENT</b> | January 2025                                                                                                                                    |
| <b>CREATED/AMENDED BY</b>         | Director Coroporate Services                                                                                                                    |

### ***“Caring for Our Community”***

#### **POSITION OBJECTIVES**

The primary function of this role is to coordinate REDHS' building and maintenance services and assist the Director Coroporate Services (DCS) in capital works, project management and budget achievement. The responsibilities of the role encompass:

- Engineering & Maintenance
- Preventative Maintenance
- Contractors and Services
- Grounds
- Home Care gardening services
- Fleet

#### **RESPONSIBILITIES & PERFORMANCE INDICATORS**

- Implement the preventative maintenance program within specified budget parameters to ensure essential services are maintained in accordance with current regulatory compliance and accreditation standards.
- Prioritise and attend to maintenance and repair requests, ensuring that the health, safety and wellbeing of staff, residents, patients and clients of REDHS are maintained.
- Carry out, supervise and coordinate maintenance staff and sub-contractors to perform maintenance and repairs of REDHS' assets, buildings, grounds and infrastructure within specified budget parameters.
- Carry out, supervise and coordinate maintenance staff in providing Home Care gardening services in support of the REDHS Community Care team
- Liaise with the MCF, building contractors and other related people to ensure service continuity.
- Supervise and carry out where agreed, building works programs and other maintenance projects.
- Implement and maintain systems to ensure maintenance issues are easily identified, reported and addressed in a timely manner, including feedback as required.
- Assist the MCF in delivering the organisations asset management plan.
- Maintain the vehicle fleet including organising scheduled servicing, cleaning etc.

#### **QUALIFICATIONS / SKILLS**

##### **Essential:**

- Sound interpersonal and written communication skills.
- Trade qualifications in industry related to health facilities
- Current Victorian Driver's Licence.

**Desirable:**

- Ability to oversee and supervise staff and contractors in maintenance and building works
- Knowledge of systems used in building maintenance
- Knowledge of asset management principals, planning and processes
- Sound knowledge of Occupational Health and Safety
- Demonstrated experience in project managing building works
- A working knowledge of Microsoft Office software

**KEY SELECTION CRITERIA**

- Trade qualifications in industry related to health facilities
- Demonstrated experience in project managing building works
- Demonstrated experience in supervising staff and contractors in maintenance and building works
- Demonstrated experience in systems used in building maintenance
- Sound interpersonal and written communication skills
- Current Victorian Driver's License
- Knowledge of Occupational Health and Safety
- A working knowledge of Microsoft Office software

**OCCUPATIONAL HEALTH & SAFETY**

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

## HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the REDHS Intranet site.

## "THIS IS ME"

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. This is Me is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montosorri actions. This is Me is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

## RISK MANAGEMENT

REDHS promotes an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

## PERFORMANCE MANAGEMENT

It is a condition of employment that employees participate in the Performance Review process– as outlined in the Graduate Handbook.

## QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

## EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

## VALUES & BEHAVIOURAL GOALS

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

|          |                       |                                                                                                               |
|----------|-----------------------|---------------------------------------------------------------------------------------------------------------|
| <b>R</b> | <b>Reliability</b>    | Being trustworthy and performing consistently well                                                            |
| <b>E</b> | <b>Engagement</b>     | Working collaboratively with people to address issues and create opportunities to bring about positive change |
| <b>D</b> | <b>Diversity</b>      | Understanding that each individual is unique and respecting our individual differences                        |
| <b>H</b> | <b>Hospitality</b>    | Receiving and treating all people in a warm, friendly, generous way                                           |
| <b>S</b> | <b>Sustainability</b> | Meeting our current needs without compromising the ability of future generations to meet their needs          |

## ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee's manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

### **ACCEPTANCE OF THE POSITION**

I understand, agree to and accept the role as outlined in accordance with this position description.

|           |  |      |  |
|-----------|--|------|--|
| Name      |  | Date |  |
| Signature |  |      |  |