

POSITION DESCRIPTION

Employment Agreement	Individual Employment Agreement
Position Title:	Maintenance Person
Location:	Dunstan Hospital
Reports:	None
Reports to:	Finance Manager
Date:	January 2023

Our Vision

To be a lead provider and educator of rural healthcare for our communities.

Purpose of Role

The key purpose of the role of Maintenance is to effectively contribute to the smooth running of the Service by providing an efficient and timely support function that is responsive and flexible to the changing needs of the service/organisation.

LIVING CENTRAL OTAGO HEALTH SERVICES LTD VALUES

Proactively demonstrate COHSL values in all aspects of the role	<ul style="list-style-type: none"> • Demonstrates behaviours that we want to see from each other, at our best • Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up • Contributes positively to the team and other initiatives that seek to improve patient and whanau experiences and/or staff experience of working 		
KINDNESS	EXCELLENCE	TRUST	CONNECTION
Kākau Māhaki	Whāia te iti kahurangi	Whakapono	Te Taukaea Takata

COMPETENCIES

Organisational Competencies

Role Model	Be ready to embrace change for the improvement of patient and whanau care. Be single minded and determined.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity & Trust	Is widely trusted, recognises the importance of confidentiality and works with upmost discretion. Admits mistakes and does not misrepresent themselves for personal gain. Is seen as truthful with high levels of integrity.

Role Specific Competencies

Leadership and Motivation	Be action-orientated and motivating, have a proven collaborative approach to achieve innovative solutions to issues, adopt an open and supportive relationship with management and the team, being involved with them in planning and decision making where appropriate.
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Customer Service Orientation	Proactively develops customer relationships by making efforts to listen to and understand customers (both internal and external). Anticipates and provides solutions to customer needs, giving high priority to customer satisfaction.
Communication	Communication conveys an understanding of the context of the situation/circumstances. Presents information clearly in a language and style appropriate to the audience. Ability to listen.
Solution Focused	Uses rigorous logic and methods to solve problems with effective solutions. Uses initiative and develops innovative solutions.
Mobilise System Improvement	Contribute to a culture of continuous improvements; identify innovations and support their adoption.

KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> Patients, Family / Whanau & Community
<ul style="list-style-type: none"> Te Whatu Ora – Southern staff 	<ul style="list-style-type: none"> Te Whatu Ora - Southern Staff
<ul style="list-style-type: none"> Finance Manager 	<ul style="list-style-type: none"> Primary Health Care Providers and WellSouth PHO
<ul style="list-style-type: none"> Management Team 	<ul style="list-style-type: none"> Compliance Organisations (e.g. TAS, IANZ etc)
<ul style="list-style-type: none"> Department Managers 	<ul style="list-style-type: none"> Suppliers
<ul style="list-style-type: none"> Service Leads 	<ul style="list-style-type: none"> NGOs, Private Health Providers & Local Community Groups

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> NCEA Level 1 or higher (or equivalent) or qualified by experience. 	<ul style="list-style-type: none"> Certificates or diplomas in accounts and/or accounting
Experience	<ul style="list-style-type: none"> At least 1-2 years experience in a maintenance position or a trade qualification. 	
Knowledge and Skills	<ul style="list-style-type: none"> “Can do approach” to fix, design or remodel any requests. Ability to undertake minor repairs Be able to follow instructions 	<ul style="list-style-type: none"> Knowledge of electrical testing

Personal Qualities	<ul style="list-style-type: none"> • Commitment and personal accountability. • Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation. • Ability to effectively communicate verbally with a variety of people. • A natural, open manner and level of self-confidence, which helps generate trust and good working relationships. • Acts with discretion, sensitivity and integrity at all times. • Maintains an exceptionally high level of confidentiality. • Is adaptable and flexible – open to change (positive or negative). • Ability to work both independently and within a team with minimal supervision. • Able to set work priorities and meet deadlines. • Skill and ability to ascertain the actions required for issues that arise based on experience and knowledge of relationships between stakeholders and internal staff members. • Ability to follow instructions. • Evaluates situations and identifies existing problems or opportunities. • Proactively seeks solutions to problems.
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KEY RESULT AREAS	
Key Accountabilities	Examples of Successful Delivery
Provide high quality repairs to equipment and facilities for COHSL	
General Maintenance: ensure that all general maintenance requests are prioritised and actioned accordingly.	<ul style="list-style-type: none"> • Action minor maintenance requests left in communication books by COHSL staff. • Ensure that all building maintenance registers provided by the Admin & Facilities Manager are adhered to in the specified timeframe. These registers are varied and include heat pump checks, electrical testing of all non-medical equipment, smoke alarms, shower stools and a variety of other equipment.
Oxygen: ensure oxygen supply is maintained at two man packs and emergency cylinders at all times.	<ul style="list-style-type: none"> • Monitor oxygen cylinders and change as required. • Order oxygen supplies as required. • Sweep out oxygen compound on a weekly basis.
Deliveries: regularly monitor the courier cubby hole drop off area.	<ul style="list-style-type: none"> • Deliver parcels to appropriate Departments taking note of any refrigeration requirements. • Distribute linen orders to specific Departments on delivery days.
Vehicles: maintain the vehicle fleet to ensure that COHSL staff have clean, fit for purpose vehicles for patient visits.	<ul style="list-style-type: none"> • Interior and exterior cleaning of all fleet vehicles. • Report any damage to the Admin & Facilities Manager • Check all fire extinguishers are current within vehicles as per the checklists distributed. • Deliver vehicles to and from local garages and other vehicles agencies for vehicles repairs and maintenance as required. • Ensure documentation is kept up to date.
Meals on Wheels: delivery to Alexandra drop off point each day abiding to Food Safety Regulations.	<ul style="list-style-type: none"> • Delivery Meals on Wheels to Alexandra at 11.30 am. • Pick up empty chilly bins and return to the kitchen.

	<ul style="list-style-type: none"> • Mail to be delivered and collected from the Clyde garage and returned to the front office. • Pick up and deliveries from various local businesses as required.
Grounds: exterior areas to be monitored and to be kept clean and tidy free of debris at all times. In conjunction with local contractors maintain grounds.	<ul style="list-style-type: none"> • Keep areas clean and tidy which may require sweeping, hosing down. • Staining outdoor furniture as required. • Mowing inner court yard at least weekly in the growing season. • Weeding gardens, spraying and keeping trees and scrubs pruned.
Enable: work with OT's and hospital services cleaning staff to ensure that all patient equipment is safe and functional for delivery.	<ul style="list-style-type: none"> • Check communication book in OT Storage area on a daily basis and update with progress reports. • Check all equipment for patients prior to delivery using the sign off checklists. • Attend to any repairs as required. • Ensure communication of items that are outside your skills be referred on to appropriate trades people.
Electrical testing: each month ensure that the electrical testing is undertaken in specific areas.	<ul style="list-style-type: none"> • All electrical equipment to be tag tested. • Documentation to be signed and dated. • Any items that fail the testing to be repaired by an approved electrician.
Communication: keep staff update to date with progress on equipment repairs and work in progress.	<ul style="list-style-type: none"> • Work with the Admin & Facilities Manager to ensure regular maintenance tasks are adhered to ensuring that documentation is completed in a timely manner. • Keep up to date with the communication books. • Ensure all messages that may affect other work colleagues are entered in to the communication book.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date