

## POSITION DESCRIPTION

Position Title	Maintenance Engineer
Business area:	Facilities
FTE:	As per Conditions of Employment



### Our Purpose

#### Our Mission :

Excellence in health care within a culture of caring

#### Our Vision :

To be an innovative centre of excellence, where people choose to receive health care and people love to work.

#### Our Values:

##### Four core values:

- Do the Right Thing
- Aim for Excellence
- Caring for All
- Work Better Together

### Position Objective

To ensure all the Hospital's mechanical and electrical equipment and machinery is in an appropriate, safe operating condition and that it is serviced according to the appropriate standards, guidelines, legislation, and manufacturers recommendations and is available in a fit state for use when needed.

### Functional Relationships

Internal:	External:
<ul style="list-style-type: none"><li>• Facility Manager</li><li>• Maintenance Engineers</li><li>• Electrical Engineers</li><li>• Chief Executive Officer</li><li>• Chief Financial Officer</li><li>• Hospital Manager</li><li>• Department Heads</li><li>• All other St George's colleagues</li></ul>	<ul style="list-style-type: none"><li>• St George's Tenants</li><li>• Engineering/Electrical Contractors</li><li>• Servicing Agents</li><li>• Medical Staff</li><li>• Engineering Consultants</li><li>• Suppliers</li><li>• Christchurch City Council</li><li>• The Canterbury Regional Council</li></ul>

## Key Areas of Accountability

Area of Accountability	Expected Results
<b>Maintenance and Servicing</b>	<ul style="list-style-type: none"> <li>Is a rostered member of the on-call maintenance team.</li> <li>Delivers mechanical and other maintenance in accordance with the Hospital's planned maintenance programme and asset management plan.</li> <li>Services, repairs, and attends to breakdowns and reactive maintenance of equipment and plant.</li> <li>Ensures mechanical equipment and plant is operated and maintained in compliant and safe order.</li> <li>Ensures requisitions for maintenance servicing are completed in a timely manner.</li> <li>Provides on call after hours support (day or night) as per roster.</li> <li>Responds in a timely and safe manner to mechanical and electrical break downs (day or night).</li> <li>Ensures, when it is not possible to fix or repair a problem that an appropriate servicing agent is contacted, and the repair affected.</li> <li>Ensures plant items with service contracts have service work completed at appropriate intervals.</li> <li>Ensures plant items with service contracts have service work completed at appropriate intervals.</li> </ul>
<b>Compliance with standards and legislation</b>	<ul style="list-style-type: none"> <li>Ensures servicing agents advise the hospital when plant does not comply with standards and/or legislation.</li> <li>Maintains up to date knowledge of legislation, including local body requirements that apply to the Hospital.</li> <li>Ensures testing and servicing is carried out at the designated frequency.</li> </ul>
<b>Contractor Management</b>	<ul style="list-style-type: none"> <li>Ensures appropriate trades liaise to complete maintenance.</li> <li>Ensures activities do not interrupt the Hospital's ability to provide services to patients.</li> <li>Ensures that a contractor management system that complies with current Health and Safety legislation is maintained.</li> </ul>
<b>Engineering, building services and general maintenance services</b>	<ul style="list-style-type: none"> <li>Attends to any requests requiring the urgent servicing of electrical, mechanical plant.</li> <li>Undertakes minor building repairs as required.</li> </ul>
<b>Interpersonal Relationships/Teamwork</b> To ensure effective teamwork and contribute to the achievement of St George's vision and strategic plan	<ul style="list-style-type: none"> <li>Appreciates and respects the contribution of others within the team.</li> <li>Contributes positively to the goals of the team and the organisation.</li> <li>Communicates honestly and openly with other team members.</li> <li>Fosters co-operation across clinical and administrative groups.</li> <li>Models St George's values.</li> </ul>
<b>Professional Development</b> To maintain a high level of professional development	<ul style="list-style-type: none"> <li>Undertakes responsibility for meeting all the mandatory requirements of the Professional body and the Organisation.</li> <li>Participates in an annual performance appraisal and the setting of performance objectives.</li> <li>Identifies own learning requirements/deficits and develops a plan in conjunction with your Manager to address these.</li> </ul>

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<b>Quality Improvement</b> To maintain a high level of quality improvement	<ul style="list-style-type: none"> <li>Participates in appropriate quality improvement activities as requested/required.</li> <li>Participates actively in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification and QHNZ Accreditation process status.</li> <li>Documents and reports accidents and incidents accurately in accordance with Hospital policy.</li> <li>Actively participates in quality assurance programmes and audits, to monitor and improve standards, completing requested documentation and audit activities within specified timeframes.</li> <li>Supports continuous quality improvement.</li> </ul>
<b>Organisational Culture</b> To support a strong and positive image of St George's within the community and with key internal and external stakeholders	<ul style="list-style-type: none"> <li>Promotes harmonious working relationships within the department.</li> <li>Understands and promotes the concept of internal and external customers (e.g., patients, colleagues, and clinicians) and the need for a "customer focus."</li> <li>Assists in facilitating positive inter-departmental relationships.</li> <li>Maintains confidentiality in respect to St George's operations, business, employees, clients, and patients.</li> <li>Adheres to St George's policies and procedures.</li> </ul>
<b>Cultural understanding and commitment to Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>Demonstrates an understanding of and commitment to our responsibilities of Te Tiriti o Waitangi.</li> <li>Respects cultural diversity. This may include age, gender, sexuality, ethnicity, culture, disability or beliefs.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Complies with and supports all health and safety policies, guidelines, and initiatives.</li> <li>Ensures all incidents, injuries and near misses are reported in our H&amp;S reporting tool.</li> </ul>
<b>Organisational effectiveness</b> To contribute to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none"> <li>Sets appropriate priorities for workload.</li> <li>Actively contributes to operational effectiveness and team building activities</li> <li>Looks for ways and means to actively and effectively promote whole of life effectiveness and efficiency.</li> <li>Accurately completes cost accounting documents as appropriate.</li> </ul>
<b>Other Duties</b> To undertake other duties as requested by the Facility Manager from time to time	<ul style="list-style-type: none"> <li>Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> </ul>

### Qualifications, Experience and Personal Qualities

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Holds relevant mechanical tertiary trades qualifications.</li> </ul>	Electrical Limited Registration (EST) with a current practising certificate. Boiler Operations Level 3 Certificate or willingness to obtain one
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Minimum of 10 years post qualification experience preferably</li> </ul>	<ul style="list-style-type: none"> <li>Facility experience, ideally working in a medical environment.</li> </ul>

	Essential	Desirable
	<p>maintaining and operating HVAC and mechanical building plant &amp; services</p> <ul style="list-style-type: none"> <li>• Excellent computer skills Microsoft office suite (Excel and Word)</li> <li>• Thorough understanding of Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Experience operating and maintaining process steam plant</li> <li>• Experience with Siemens BMS and computerised asset and maintenance management systems</li> <li>• Experience in commissioning complex new buildings</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Professional Manner</li> <li>• Confident in working alone and in a team</li> <li>• Resilient and able to embrace change</li> <li>• Able to cope with pressure</li> <li>• Excellent interpersonal skills</li> <li>• Excellent oral and written communication skills.</li> <li>• Values a Health and Safety driven culture and has a thorough understanding of Health and Safety requirements.</li> </ul>	