

POSITION DESCRIPTION

Position:	Maintenance Plumber
Division:	Corporate Services
Unit:	Maintenance
Enterprise Agreement	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH & ALLIED SERVICES, MANAGERS & ADMINISTRATIVE WORKERS) SINGLE ENTERPRISE AGREEMENT 2016-2020
Reports to:	Maintenance Manager

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




VISION





Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

 Responsiveness	Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.

 Accountability	Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.
 Respect	Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.
 Leadership	Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.
 Human Rights	Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.

POSITION SUMMARY

The role of the Maintenance Team is to provide and maintain a safe, effective and pleasant environment for the Departments, Business Units of Mildura Base Public Hospital (MBPH) and their patients.

The Maintenance Plumber is required to maintain MBPH plumbing and associated services situated within the hospital to ensure its proper working order in accordance with Australian Standards, State and Local Government Regulations and MBPH Quality Assurance Programs.

The position is required to participate in the development and maintenance of a safe and effective environment for the patients and staff of MBPH and the general public.

KEY RESPONSIBILITIES AND DUTIES

The position is accountable/ responsible for:

- Organise and carry out the planned and unplanned maintenance, repairs, alterations and additions to MBPH mechanical and associated services as directed.
- As part of a team, be responsible for the maintenance and development of MBPH plumbing and associated services.
- Assist in the coordination of contractors to undertake works for MBPH as required.
- Assist with the procurement and purchasing of materials as requested.
- Handle telephone enquiries and assist with prioritising requests.
- Undertake non-specific trade related tasks and provide support to other licenced trades as required.
- Participate in the afterhours breakdown roster for 24/7 coverage of MBPH Maintenance Services.
- Participate in team/departmental meetings and other organisational meetings as required.
- Participate in staff development and training as required.
- Maintain accurate records, statistics and reports as needed, and comply with departmental information systems as requested.
- Participate in service development

- Participate in the quality programs of MBPH
- Working in accordance with any professional standards and codes of conduct and ethics issued by the relevant professional association.

Employees are required to carry out lawful directions outlined above or delegated to them.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Qualifications / Certificates

- Trade qualifications in plumbing (essential)

Specialist Expertise

- High level skills in plumbing
- Minimum of 5 years of experience working as a plumber
- Hold or be willing to undertake further plumbing qualifications
- Previous health service experience highly desirable
- Knowledge or experience in basic computer programs (including common software applications for word processing, email)

Personal Qualities, Knowledge and Skills

- Practically minded with strong attention to detail.
- Demonstrated ability to take responsibility for the completion of assigned tasks and confident to advise supervisor if work will not be finished on time.
- Demonstrated ability to use a courteous and thoughtful manner when dealing with others.
- Shows awareness of issues that may hinder their work, seeks advice or suggests practical solutions to problems.
- Demonstrated experience in promptly following through on inquiries, requests and complaints.
- Demonstrated ability to get on with the job, remain calm and optimistic even when things do not go as planned.
- Understanding of the work environment, and need to comply with organisational policies and procedures.
- Demonstrated ability to work both independently as well as part of a team.
- Demonstrated ability to communicate effectively with various stakeholders (including contractors, trades staff and subordinates)

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Registration with Professional Association

The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.