



Swan Hill
District Health
my hospital



Respect - Professionalism – Care – Commitment - Collaboration

Maintenance Fitter

Swan Hill District Health has an opportunity for a Maintenance Fitter to join our Engineering Team ensuring that the quality of our mechanical and site services are provided to our consumers. This is a varied role and would suit a Maintenance Fitter, but other Engineering Trades are encouraged to apply.

This role involves the implementation of engineering skills to tend to maintenance and breakdown cover across all our sites in Swan Hill and Nyah. The requirement to participate in an on-call roster is essential. Our Engineering Services Team is an integral part of Swan Hill District Health ensuring that vital equipment is kept in peak condition for the safety of our patients, residents and consumers.

For more information on the role please contact Ken Herman on (03) 503339240 or kherman@shdh.org.au

Essential Key selection Criteria

Essential:

- Trade Qualification and appropriate licenses.
- Highly developed organisation and interpersonal skills
- Ability to prioritise multiple competing priorities
- Ability to effectively communicate and negotiate with internal and external stakeholders
- Ability to work autonomously, under pressure and to tight deadlines.
- Proven ability to facilitate outcomes.
- Must be able to provide on-call cover within 30 minutes

Desirable requirements:

- Intermediate Boiler Certificate
- Construction Induction

Applications including the names of three referees should be forwarded to: Human Resources Manager Email: Employment@shdh.org.au or address to Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria. **Email applications are preferred.**

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM.



Position:	FITTER
Classification:	SJ9 (minimum)
Department:	Engineering
Reports to:	Engineering Services manager
Position Summary:	<ul style="list-style-type: none"> • To assist the Engineering Services Manager in the provision of an effective and efficient Engineering Service. • To promote the Engineering Department, and the Hospital in general, through a professional approach, and at all times exercise a "best practice" work principle. • Be available to participate in the Engineering Service on call roster • To maintain harmonious relations with other departments in the execution of various maintenance and repair works throughout the hospital.
Responsibilities:	<ul style="list-style-type: none"> • Maintenance and installation of hospital plant, machinery and equipment as per Planned Preventative Maintenance Procedures. • Day to day demand maintenance as required and/or directed by the Engineering Services Manager. • Occasionally perform general maintenance tasks, usually on weekends, in the absence of the regular maintenance staff. • Boiler room checks including periodical visuals and recording of temperatures, levels, pressures etc. Testing, dosing and recording of chemicals etc. <p>Attend Training sessions as required, such as Boiler operator's course and any other training required and agreed on by Engineering manager and handyman.</p>
Key Selection Criteria	<ul style="list-style-type: none"> • Current Drivers License • Mechanical Fitter Trade Qualification. • Good Computer Skills • Good communication skills
Salary/Award:	Victorian Public Health Sector Maintenance Multi-Employer Agreement 2013-2016
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols. • We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Person Centered Care:	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to

	<p>participate in the provision of quality health care. Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Just Culture:	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
Hardwiring for Excellence Values - Standards of Behaviour	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Review:	Completion of My Work Plan on a yearly basis.
Date Written	5 th Sep 2018
Reviewed:	
Managers Name:	Ken Herman
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander

(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number : _____

Do you require sponsorship? Yes No

Where did you hear about the position you are applying for?

Newspaper Internet Swan Hill District Health Website Social Media (Facebook)

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is casual / relieving unless otherwise indicated.

- 6 months probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department (rotation)

Hours of Work – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: _____

Normal hours of work are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ Date:/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585