

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

October 2005

This document is subject to review from time to time.

POSITION TITLE:

TRADE ASSISTANT (Multi Trade)

REPORTS TO (Title):

Health Services Manager/Site Maintenance Manager

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

PRIMARY FUNCTION:

- Assist in repair and maintenance of buildings, building services / plant and equipment and building management systems.

LOCATION:

Unit Cost/ Centre & where located

Kaikoura Health Te Ha O Te Ora

KEY PERFORMANCE OBJECTIVES:

Task Expected Result	Maintenance and Repair. <ul style="list-style-type: none">• To carry out non technical maintenance and repairs of mechanical, or other systems associated with CDHB buildings at Kaikoura Health Te Ha O Te Ora. Maintenance will generally relate to building services of heating, ventilation, air-conditioning, water, steam, condensate, compressed air, medical gas systems and other reticulated piped systems. Other mechanical items other than those listed will also be involved. Additionally minor repairs to building structure, fabric and finishes will be carried out.• Regular inspection of the operating systems and services within the building at Kaikoura Health Te Ha O Te Ora.• Assist with the upgrading and replacement installation of building services plant and systems throughout Kaikoura Health Te Ha O Te Ora.• To have an understanding and comply with the Maintenance & Engineering Standards and the Operation & Procedures Manual.• Assist with plumbing and minor carpentry work and such other handyman work as may be required• Be familiar with the use of Personal Protective Equipment and with the safe working practices as laid out in CDHB policy and procedures.• Carry out non-technical Planned Maintenance, Condition and Defect work in compliance with instructions.• To requisition parts and materials as required.• To ensure compliance with all statutory and regulatory requirements as they relate to facilities, plant, and services or the occupation thereof.• Carry out Portable Appliance Testing and maintain the database.• Building management Systems access to enable monitoring and maintenance of systems• Use Maximo system for work orders, purchasing materials and planned maintenance requirements.• Assist with minor electrical, plumbing and building related works.• Such other tasks as may be required to ensure the facility is maintained to high standard.
Task Expected Result	Projects <ul style="list-style-type: none">• Maintenance work and repairs are carried out as required.• Recommend to Site Maintenance Manager when any changes or improvements are necessary to maintain the required standard.• Projects undertaken will be completed expeditiously and within agreed timelines.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1 Site Maintenance Manager

2	Health Services Manager
3	Nurse Manager
4	All staff at Kaikoura Health Te Ha O Te Ora
5	Mechanical and Electrical Trades Supervisor
6	Human Resources staff
7	Other DHB staff involved in managing site maintenance

EXTERNALLY:

1	Contractors
2	Consultants
3	Statutory bodies
4	Local authorities

QUALIFICATIONS & EXPERIENCE:

- Have experience of working with in a building service environment or within building maintenance.
- Experience providing services to a 24-hour operating environment preferable.
- Previous experience working in accordance with building statutory requirements
- Responsive to change
- Have the ability to work closely with a variety of different professionals within Canterbury District Health Board
- Be able to project a credible and dependable image
- Have excellent communication skill
- Time management skills, especially ability to set and follow appropriate priorities.
- Knowledge and understanding of trades roles and impact upon patient services.
- Knowledge and understanding of the impact of building and fittings upon patient services.
- Ability to identify maintenance requirements through casual observation.
- Ability to follow administrative procedures.
- Flexible able to change tasks quickly and adapts skills to meet varying needs.
- Be able to respond to and rectify operational issues.
- Suitable training will be provided to individuals to gain specific site knowledge.

PERSON SPECIFICATION:

- Cost consciousness.
- Customer focus (with respect to both staff and patients).
- Ability to present positive image of trades staff.
- Willing and able to work sensitively in all areas of the hospital environment.
- Desire and ability to work with others to achieve individual, site maintenance and organisational objectives.
- Demonstrated willingness to learn and increase professional and personal knowledge.
- Must be physically fit.
- Good written and oral skills. (Needs to complete necessary paper work related to all jobs.)
- Must be self-motivated and versatile.

Hours of work

Normal hours of work may vary between 0600 hrs to 1800 hrs, Monday to Friday. It may be necessary from time to time to work outside these hours.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff Members may be requested to perform job-related tasks other than those specified.

Date: _____