

POSITION DESCRIPTION

May 2022

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

Health NZ Te Whatu Ora is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

Health NZ's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Carpenter

REPORTS TO (Title):

Site Maintenance Manger, Christchurch Building

REPORTS ON A DAILY BASIS TO:

Site Maintenance Manger at work location

PRINCIPAL OBJECTIVES:

To carry out carpentry work at Health NZ Canterbury Waitaha sites within Canterbury as instructed.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Facilities & engineering manager
2	Maintenance operations manager
3	Site maintenance managers
4	Service and department managers
5	Maintenance & Engineering staff
6	People and Capability staff
7	Clinical staff

EXTERNALLY:

1	Contractors
2	Consultants
3	Statutory bodies
4	Local authorities
5	Other DHB staff involved in managing site maintenance

KEY PERFORMANCE OBJECTIVES:

Task Expected Result	Maintenance and repair of systems <ul style="list-style-type: none">• Maintenance and repairs of joinery items or systems associated with DHB buildings and sites is completed in a timely manner.• Regular inspection of the joinery and infrastructure within buildings and throughout DHB sites is undertaken.• Upgrading and replacement work is completed, including installation of office furniture and joinery items.• Joinery shop equipment is utilised.• Trade staff are assisted on any type of Maintenance and Engineering related work.• Familiarity and compliance with the Maintenance & Engineering Standards and the Operation & Procedures Manual.• Any plant or equipment which appears to be faulty or requires maintenance is reported to the site maintenance manager.• Duties are performed with minimum disruption to services and staff.• Maximo work orders are updated promptly and accurately.• Maximo labour information is entered to meet weekly deadline.• Planned maintenance, condition and defect work is carried out in compliance with instructions.• All vehicles, work areas, storage areas and equipment are kept clean and in good repair.• Be available to respond to urgent work requests for assistance by carrying a DHB mobile phone.
Task Expected result	Procurement of materials <ul style="list-style-type: none">• Work is assessed for material specifications of the quantity of materials needed, by taking measurements and assessing drawings, and chosen according to Maintenance and Engineering preferred material procedures.• Materials and services are requested via a Maximo purchase requisition, linking work orders and assets where applicable to maintain data integrity and following purchasing guidelines.• Materials are received and packing slip information is passed on to the purchasing team.• Carpentry stock is managed to ensure levels are adequate to undertake routine work without delay as well as urgent and emergency repairs.
Task Expected Result	Specific building projects <ul style="list-style-type: none">• Maintenance work and repairs are carried out as required.• Recommend to Maintenance Manager when any changes or improvements are necessary to maintain the required standard.• Projects undertaken will be completed within agreed timelines.• Supplier quotes are organised.

HEALTH & SAFETY:

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others
- Make unsafe work situations safe or, inform a supervisor or manager
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
- Use Personal Protective Equipment correctly and when required
- Report hazards, incidents, accidents, and near misses promptly and accurately
- Seek advice from manager if unsure of work practices
- Complete mandatory training as required
- Is knowledgeable of emergency procedures and evacuation plans
- Assists in maintenance of equipment as required, and reports faulty equipment promptly
- Actively practice clinical standard precautions

QUALITY:

Every staff member within Health NZ is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

- Trade Certificate.
- 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 Health NZ Canterbury
- 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.
- Exposure to and understanding of New Zealand Building Code requirements.

Suitable training will be provided to individuals to gain specific site knowledge.

PERSONAL ATTRIBUTES:

- Cost consciousness.
- Customer focus (with respect to both staff and patients).
- Ability to present positive image of trade's 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.
- Ability to "work together" in a truthful and helpful manner.
- Ability to "work smarter" by being innovative and proactive.
- Accepts responsibility for actions.

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.