

POSITION DESCRIPTION

January 2025

This document is subject to review from time to time.

POSITION TITLE:

MAINTENANCE FITTER/ TURNER

REPORTS TO (Title):

Site Maintenance Manager

Health New Zealand (HNZ) 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

0438 Hillmorton & The Princess Margaret Hospital

KEY PERFORMANCE OBJECTIVES:

Task

Expected Result

Maintenance and repair of systems.

- Maintenance and repairs of mechanical items or systems associated with HNZ buildings and sites. Maintenance will generally relate to building services of heating, ventilation, air-conditioning, water, steam, steam condensate, compressed air, medical gas systems and other reticulated piped systems. Other mechanical items than those listed will also be involved.
- Maintenance and repair of steam boiler plant and boiler auxiliary plant and equipment. Boiler preparation for annual IQP inspection.
- Maintenance and repair of Biomass boiler, auxiliary plant and equipment. Boiler preparation for annual service and survey.
- Regular inspection of the operating systems and services within buildings and throughout HNZ sites.
- Upgrading and replacement installation of mechanical building services plant and systems throughout HNZ.
- The work will include pipe and general welding and metal machining.
- Assist other trade staff on any type of Maintenance and Engineering related work.
- To be familiar and comply with the Maintenance & Engineering Standards and the Operation & Procedures Manual.
- Report to the Manager, any plant or equipment which appears to be faulty or requires maintenance.

- To perform all duties with minimum disruption to services and staff.
- Ensure all documentation is promptly completed and returned.
- Carry out Planned Maintenance, Condition and Defect work in compliance with instructions.
- To requisition parts and materials as required.
- Keep vehicles, work areas, storage areas and equipment clean and in good repair. All working tools are to be kept clean and in good condition.
- Be available to respond to urgent work requests for assistance by carrying a HNZ mobile phone (or pager at our discretion).

Task
Expected Result

Specific Engineering Projects

- Maintenance work and repairs are carried out as required.
- Recommend to Site Manager when any changes or improvements are necessary to maintain the required standard.
- Projects undertaken will be completed within agreed timelines.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Facilities and Engineering Manager
2	Maintenance Operations Manager
3	Service / Unit Managers
4	Other Department Managers
5	Mechanical and Electrical Trades Supervisor
6	Maintenance Staff
7	Human Resources staff
9	Site Trades Supervisors for HNZ

EXTERNALLY:

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

QUALIFICATIONS & EXPERIENCE:

- Advanced Trade Certificate desirable.
- 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 HNZ
- 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.
- Skills to interpret the data from the BMS to ensure systems are fully operational.
- 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.

HEALTH & SAFETY:

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant HNZ 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 HNZ 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 procedure

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. Future work patterns within the HNZ may require this position to be on a 24 hr rolling shift. An on call commitment is a pre requisite for this role.

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.