

POSITION DESCRIPTION

December 2023

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

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

Organisational Vision

Te Whatu Ora Health NZ Waitaha Canterbury'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:

Electrician

REPORTS TO (Title):

Site Maintenance Manager at work location

REPORTS ON A DAILY BASIS TO:

Site Maintenance Manager at work location

PRINCIPAL OBJECTIVES:

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

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Facilities and Engineering Manager
2	Maintenance Operations Manager
3	Service / Unit Managers
4	Other Department Managers
5	Site Maintenance Manager
6	Maintenance Staff
7	Human Resources Staff
8	Site Maintenance Managers at other Waitaha Canterbury sites

EXTERNALLY:

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

KEY PERFORMANCE OBJECTIVES:

Task Expected Result	Maintenance and Repair <ul style="list-style-type: none">• Maintenance and repairs of electrical items or systems associated with Waitaha Canterbury buildings and sites. This will include the installation, repair and maintenance of hospital equipment and hospital reticulation systems, electrical safety checks along with a variety of other commercial and industrial maintenance.• Regular inspection of the operating systems and services within buildings and throughout Waitaha Canterbury sites.• Upgrading and replacement installation of mechanical building services plant and systems throughout Waitaha Canterbury.• Assist other trade staff on any type of work as directed by the Maintenance Manager.• To be familiar and comply with the Maintenance & Engineering Standards and the Operation & Procedures Manual.• Report to the Maintenance 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• Be available to respond to urgent work requests for assistance by carrying a Waitaha Canterbury mobile phone (or pager at our discretion)
Task Expected Result	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 expeditiously and within agreed timelines.

HEALTH & SAFETY:

- Observe all Waitaha Canterbury safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in Waitaha Canterbury's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within Waitaha Canterbury 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:

Essential:

- Shall be a Licensed Electrician with The Electrical Workers Registration Board of New Zealand (www.e wrb.govt.nz)
 - 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 Waitaha Canterbury
 - Be able to project a credible and dependable image
 - Have excellent communication skills
 - 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.
- Suitable training will be provided to individuals to gain specific site knowledge.
- Must have a valid drivers licence

PERSONAL ATTRIBUTES:

Key Behaviours

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Cost consciousness.
- Customer focus
- 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 (needed 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. You will be required to be part of the on call roster for Waitaha Canterbury electricians.

LOCATION:

Christchurch Metropolitan Area

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.