



*West Coast District Health Board*

*Te Poari Hauora a Rohe o Tai Poutini*

*Physical Resources  
High Street, Greymouth*

*Telephone 03 768 0499*

# POSITION DESCRIPTION

## Trades Person Leading Hand

<b>Department:</b>	Physical Resources
<b>Location:</b>	Buller Hospital
<b>Senior Manager:</b>	General Manager Corporate Services
<b>Reporting to:</b>	Maintenance Manager
<b>Working Relationships:</b>	<ul style="list-style-type: none"><li>• Trades Staff</li><li>• Help Desk</li><li>• User requiring assistance at the job</li><li>• Contractors as required</li><li>• Managers at other West Coast District Health Board locations</li></ul>

### PURPOSE

1. Organise Trades Staff in the day to day running of hospital plant and equipment to a safe and accreditable standard.
2. Assist Maintenance Manager to optimise WCDHB investment in Physical Resources through the cost effective and efficient business use and management of such resources by internal clients in the achievement of core business objectives
3. To provide Trades Person skills within the maintenance team.
4. To ensure all Plant and Services are maintained to a safe and accreditable standard.
5. Assist Maintenance Manager and provide advice in the obtaining of resource consents, asset management, capital development and plant purchasing and outage programming, contract negotiation and the establishment of emergency procedures.
6. Maintain relative drawings and documentation for Buildings, Plant and Services and Equipment

### Environment

This position is normally domiciled at Buller Hospital but is required to work at any location or facility operated by West Coast District Health Board.

## OBJECTIVES

### 1. Operational

- Order and collect stores and materials as required.
- Carry out regular recording and maintenance programmes as directed.
- Organise own working day to optimise the time available.
- Notify Maintenance Manager of work where technical assistance is required.

### 2. Building, Plant and Services, Equipment Maintenance

- Carry out Planned Preventive Maintenance as directed.
- Carry out defect repairs as directed, and notify users of progress and completion of jobs if asked.
- Carry out projects and capital work as directed.

### 3. Resource Management

- Assist with ongoing education/training of WCDHB (and contractors as required) staff regarding plant and equipment operations if directed.
- Assist with keeping all drawings and technical documentation up to date and legible when directed.

### 4. Health & Safety

- Provide a safe environment by reporting to the supervisor any possible hazards.
- Take responsibility for own safety.
- Draw Health and Safety to the attention of contractors on site.
- Accident and incident reports to be completed before the end of the day in which the incident occurred.

### 5. General

- Carry out other tasks as directed by Maintenance Manager or other Authorised Officer in their absence.
- Record time and materials expended on each separate job in a regular manner as required.
- Be prepared to work at any location owned by West Coast District Health Board
- There will be occasions when work will be outside normal working hours.
- Working hours 0730 – 1600, 0800 – 1630(1/2 hour meal break).
- Participate in an on call rotation if required.

## HEALTH & SAFETY

The Trades Person Leading Hand will be responsible for his/her own safety and will ensure that no action or inaction on his/her part will cause harm to any other person.

The Trades Person Leading Hand will abide by the Organisation's Health and Safety Plan and will participate in plan development and Health and Safety Training as appropriate. The Trades Person Leading Hand will bring health and safety issues to the attention of the Maintenance Manager in time for consideration during the preparation of plans and budget.

## QUALITY STANDARDS

It is expected the Trades Person Leading Hand will participate in the development of quality activities.

## QUALIFICATIONS, SKILLS AND EXPERIENCE

It is essential the successful applicant has:

- A proven record in a trade, suitable to perform the listed tasks.
- The ability to work alone.

## PERSON SPECIFICATION

*The preferred appointee should have the following personal qualities:*

- Able to maintain confidentiality and use discretion.
- Able to work unsupervised and prioritise workloads.
- Possess ability to work cooperatively and efficiently.
- Possess a high level of initiative.
- Be able to work as part of a team.
- Accountability.
- Flexibility to work extra hours if required.
- Able to work under pressure and meet deadlines.
- Commitment to on-going self-development.

*Signed on behalf of West Coast  
District Health Board*

*I accept the terms and conditions as  
outlined in this Position Description*

\_\_\_\_\_

\_\_\_\_\_

*Date* \_\_\_\_\_

*Date* \_\_\_\_\_

**Name**  
**Position**  
**West Coast District Health Board**

**Name**  
**Trades Person Leading Hand**  
**West Coast District Health Board**