

STATEMENT OF ACCOUNTABILITY

Maintenance Team Member

TEAM

Physical Resources

ROLE TITLE

Maintenance Team Member (Trades Assistant)

REPORTS TO

Maintenance Supervisor – Greymouth

OUR CULTURE

At Health New Zealand, we are committed to honouring Te Tiriti o Waitangi and its principles by ensuring our partnership with Māori are at the forefront of all our conversations. We are also committed to putting people at the heart of all we do, so that we are all supported to deliver world class healthcare to our communities. This means we all behave with honesty, integrity and courage; doing the right thing by each other and our communities. We demonstrate care and concern for our own and others wellbeing. We believe that diversity and inclusion is critical to ensure we deliver the best care for our diverse communities. Therefore, we always respect and value everyone's differences. When making decisions we consider and seek a diverse range of viewpoints especially those from minority groups.

OUR TEAM ACCOUNTABILITY

As a member of the Maintenance Team this role has shared accountability for:

- **Engaging** the Maintenance and Engineering team, Health New Zealand, West Coast, common understanding and ownership.
- **Growing** the understanding and engagement of the Maintenance and Engineering team with the vision and goals for the HNZ West Coast systems.
- **Ensuring** clarity of Maintenance and Engineering purpose, developing clear direction, plans, alignment and priority and making sure all teams and roles know their accountability and responsibility.
- **Building** the service capability of the Maintenance and Engineering function to make it happen and the process capability to do it effectively and efficiently.
- **Communicating**, in order that within the Maintenance and Engineering team, the wider People & Capability function, HNZ West Coast and our health systems, everyone remains aligned with and informed about our plans, priority and progress.

MY ROLE RESPONSIBILITY

- A strong belief in a safe working environment/culture and adhere to our Health and Safety procedures.
- Assist or carry out maintenance and repairs of mechanical and electrical items or systems associated with HNZ buildings and sites.
- Maintenance will be to building services, heating, ventilation, air-conditioning, water systems, compressed air, medical gas systems and other reticulated piped systems.
- Maintaining building structure, fabric and finishes maintenance to be carried out as required by the Supervisor. Other mechanical items other than those listed will also be involved.
- Maintaining the HNZ facilities to a high standard.
- Provide cover for Grounds Works, including lawns and spraying.

- Regular inspection and cleaning of the operating systems, services and areas within buildings, plant rooms and throughout other HNZ sites.
- Assist with the Upgrading and replacement installation of building services plant and systems throughout HNZ.
- To have an understanding and comply with the Maintenance & Engineering Standards and the Operation & Procedures Manual.
- Foster a positive work culture
- Be familiar with the use of Personal Protective Equipment and with the safe working practices as laid out in HNZ policy and procedures.
- Carry out 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.
- Be available to respond to urgent work requests for assistance by carrying a HNZ mobile phone.
- To take on the day-to-day challenges you will need to be physically fit.
- Display self-knowledge
- Take responsibility
- Be able to adapt, innovate and problem solve
- Build relationships and mobilise support
- Support continuous improvement by managing change
- Strong written and verbal communication skills
- A working level of computer skills required
- Participate in procedure reviews/updates
- Actively participate in ongoing professional training and self-improvement.
- Participate in an On Call Roster

MY CAPABILITY

To be effective and succeed in this role it is expected the person will have proven capabilities in the following:

Essential:

- Have experience of working with in a building service environment or within building maintenance.
- Previous experience working in accordance with building statutory requirements
- Responsive and adaptive to learn and change
- Be able to work independently
- Can work closely with a variety of different professionals within HNZ System
- 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.
- Flexibility to change tasks quickly and adapts skills to meet varying needs.
- Willingness to accept challenges during day to day work.
- Experience providing services to a 24-hour operating environment.

Desirable:

- **Cultural Awareness** – Understands the needs of Māori and adjusts approach to ensure equitable outcomes.
- **Self-Aware** - Understands their impact on others and strengthen personal capability over time.
- **Engaging others** - Connect with people; to build trust and become a leader that people want to work with and for.
- **Resilient and Adaptive** - Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
- **Honest and Courageous** - Delivers clear messages and makes decisions in a timely manner; to advance the longer-term best interests of the people we care for.
- **Achieving Goals** - Demonstrate drive, optimism, and focus; to make things happen and achieve outcomes.
- **Managing Work Priorities** - Plan, prioritise, and organise work; to deliver on short, medium and long-term objectives across the breadth of their role.
- **Curious** - Seeks and integrates ideas, information, and different perspectives.

Required Qualifications, experience, knowledge and skills:

- A proven record and able to perform the listed tasks
- The ability to work and a small team and at times alone

Preferred Qualifications, experience, knowledge and skills:

- Able to maintain confidentiality and use discretion
- Able to work unsupervised and prioritise workloads
- Possess ability to work cooperatively and efficiently
- Take accountability for actions
- Flexibility to work extra hours if required
- Able to work under pressure to meet deadlines
- Commitment to on-going self-development

MY RELATIONSHIPS TO NURTURE

Internal

Help Desk
User requiring assistance at the job
Local Management

External

Public on the grounds
Contractors as required
Other WCDHB departmental staff

OUR WELLBEING, HEALTH AND SAFETY

At our HNZ, we're committed to promoting a culture where our people's wellbeing, health and safety is at the core of everything we do. We're committed to a healthy and safe working environment to enable everyone to return home safe and well every day. We're driving for a positive, inclusive, engaging culture where our people feel safe and engaged in their work.

We know that it's really important to look after yourself, in order to provide the best possible care to our community. We require use of Supplied PPE. We are all responsible for the health and safety of ourselves and each other. We need to work together to ensure wellbeing, health and safety risks do not put our people at risk of harm.

MY CLINICAL CAPABILITIES

Not applicable

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

*Signed on behalf of Health New Zealand,
West Coast District.*

*I accept the terms and conditions as outlined in
this SOA*

Date _____

Date _____

Name

Name

Position

Job Title

HNZ

SOA reviewed and approved by HNZ Facilities Manager, Brent Woolhouse in Nov 2025.