

POSITION DESCRIPTION

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

The Health New Zealand is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The HNZs vision is to improve the health and well-being of the people living on the West Coast

Organisational Values

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

POSITION TITLE:

Carpenter

REPORTS TO (Title):

Maintenance Manager

REPORTS ON A DAILY BASIS TO:

Maintenance Supervisor

PRINCIPAL OBJECTIVES:

Assist in repair, maintenance and capital works on buildings, building services / plant and equipment on the West Coast, from Haast to Karamea.

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	Maintenance Managers at other sites

EXTERNALLY:

1	Contractors
2	Consultants
3	Statutory bodies
4	Local authorities
5	Other HNZ 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 joinery items or systems associated with buildings and sites is completed in a timely manner.• Regular inspection of the joinery and infrastructure within buildings and throughout 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.• Carry out Capital Works.• 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 HNZ mobile phone during rostered hours.• Be part of the on call roster

Task
Expected Result

Projects
<ul style="list-style-type: none">• Maintenance work and repairs are carried out as required.• Recommend to Maintenance Supervisor when any changes or improvements are necessary to maintain the required standard.• Projects undertaken will be completed expeditiously and within agreed timelines.• Supplier quotes are organised

HEALTH & SAFETY:

- Observe all HNZ 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 the HNZ's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your Supervisor if you are unsure of any work practice

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 procedures.

QUALIFICATIONS & EXPERIENCE:

- Trade Certificate.
- Previous experience working in accordance with building statutory requirements, BWOFF.
- Responsive to change
- Have the ability to work closely with a variety of different professionals within the HNZ Team
- 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 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.
- Knowledge of locking system maintenance and repairs, including electronic locks.

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

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 / Patient 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 and able to work under pressure.
- Possess a high level of initiative.
- Flexibility to work extra hours if required.

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.

LOCATION:

HNZ West Coast, Greymouth.

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. This document will be reviewed on a 12 month cycle.

Signed on behalf of HNZ West Coast

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

Date _____

Date _____

Name
Position
HNZ West Coast

Name

