

Position Description – Maintenance Manager

Position	Maintenance Manager
Classification	Admin Grade 6 (HS6)
Award	Victorian Public Health Sector (Health Professionals, Health & Allied Services, Managers & Administrative Officers) Enterprise Agreement 2021-2025
Reports to	Executive Manager Corporate Services
Direct reports	Rural Northwest Health maintenance team members across all campuses
Key relationships	Executive team, department managers, community members, and external contractors including ICT services contractor
Hours of Work	Full-time, as per individual contract of employment in line with hours of operation. This role will also provide on-call support on a rotating roster basis.

About Rural Northwest Health

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organization.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

OUR VISION

Strong, healthy, vibrant rural communities.

OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

Position Description – Maintenance Manager

Position summary

The Maintenance Manager empowers and supports team members to undertake their roles and responsibilities effectively and efficiently. This ensures services and contracts relating to essential services, building compliance, preventative and reactive maintenance for buildings, facilities, vehicles and equipment are maintained to ensure safety and client and team member satisfaction. The position will support services delivered at Rural Northwest Health to be of a high standard, compliant and safe; and that risks and opportunities for improvement are identified, prioritised and all identified projects are implemented to agreed timelines. The Maintenance Manager shall ensure team members feel valued, can undertake expected duties competently and with confidence, are safe and enjoy coming to work and are proud to be part of the Rural Northwest Health team.

Key responsibilities

- Co-ordinate maintenance of Rural Northwest Health's infrastructure, plant and equipment to be safe and to a high standard.
- Ensure preventative maintenance schedules are in place, and routine maintenance activities are conducted in an appropriate fashion and in alignment with all relevant legislative instruments and regulations.
- Ensure annual safety measures in relation to building works and fire safety are conducted in accordance with regulations of the Building Regulations (Vic) 1993, and all other applicable standards.
- Manage contractors and ensure all contractors comply with Rural Northwest Health contractor management protocol, and work with suppliers and contractors to ensure that repairs and maintenance are carried out by authorised and credentialed workers or sub-contractors.
- Provide leadership and overall management of all team members within the maintenance department.
- Co-ordinate management of Rural Northwest Health's vehicle fleet, inclusive of the procurement, replacement and disposal of all vehicles under Finance leases in alignment with the Victorian Government Standard Motor Vehicle Policy.
- Management of Rural Northwest Health's Facilities Management Systems, ensuring all systems are maintained, up-to-date and are utilised as efficiently as possible.
- Promptly respond to and ensure resources are utilised to undertake unscheduled repairs of equipment and infrastructure in accordance with priorities provided in the facilities management system.
- Ensure appropriate funds are available to ensure equipment and infrastructure is maintained in optimal condition.
- Ensure all electrical and mechanical work complies with regulations and appropriate Australian standards.
- Assist with infrastructure improvement projects; and act as project manager for small building and refurb projects and appoint internal or external project manager depending on the scope of the project.
- Develop project plans and costings to support the Board of Management to make informed decisions.
- Develop tender documentation and tenders agreed approved works.
- Assist in the development of emergency plans in consultation with relevant team members and shire personnel and provide appropriate and timely support in an emergency.
- Responsible for the effective management of Rural Northwest Health's Nurse Call Systems, and telecommunications in liaison with the ICT services contractor.
- Management of and participate in the on-call maintenance roster.
- Perform other duties as reasonably directed/requested.

Key position accountabilities

Accreditation and governance

- Maintain practice within framework established by legislation, national and state policy.
- Understand, comply with and adhere to Rural Northwest Health guidelines, principles, policies and protocols.
- Understand, contribute, comply and adhere to Rural Northwest Health OH&S policies and work practices.
- Ensure compliance with the National, Community Care and Aged Care Standards and achievement of accreditation.
- Ensure all preventative maintenance is undertaken on equipment as directed on warranties and to meet OH&S standards.
- Promptly respond to and ensure resources are utilised to undertake unscheduled repairs of equipment/infrastructure in accordance with priorities provided in FMXpert facilities management system.
- Work with the Chief Executive Officer, Executive Manager Corporate Services and Chief Financial Officer to ensure appropriate funds are available to maintain equipment and infrastructure in optimal condition.
- Meet the maintenance budget annually and, if this will not met, ensure appropriate information is provided to the Finance Audit and Compliance committee.
- Participate and provide support in accreditation and national standards activities as directed.
- Contribute to the success of Rural Northwest Health as a leading health provider.
- Communicate with all team members every working day to achieve the vision and mission and strategic goals of the organisation.
- Support a culture of respect, collaboration, performance improvement and evaluation.
- Effective prioritisation of projects and meeting of timelines.
- Works within confines of any, and all, fraud and corruption frameworks and policy/procedures of the health service and that of the Government.

Safe practice and environment

- Contribute to workplace safety and reduction of workplace injuries.
- Actively participate in the OH&S Committee as a manager representative.
- Ensure team members, clients, patients, residents and visitors are safe and accurately report any incidents, hazards and near misses in a timely and professional manner.
- Maintain MSDS register of all chemicals used in maintenance.
- Ensure procurement of maintenance-related goods and services are requisitioned in alignment with all relevant procurement policies and protocols.
- Ensure all contractors comply with Rural Northwest Health's contractor management protocol.
- Ensure FMXpert is updated and maintained to ensure all assets are listed, all preventative maintenance schedules are in place and contracts arranged as necessary.
- Respond, relay and demonstrate information regarding emergency codes and support team members to respond appropriately to codes in the event of fire or other emergency.
- Responsible for the safe management of equipment – this includes using equipment within standard operating guidelines, conducting appropriate preventative maintenance and not using unsafe equipment.

Personal and professional development

- Recognise and seek assistance from other relevant team members when tasks fall outside of ability or area of responsibility.
- Where issues are unclear or beyond own abilities and qualifications seek assistance and clarification.
- Demonstrate an ongoing commitment to personal and professional development.
- Participate in essential or mandatory training annually, and ensure maintenance team members do the same.
- Understand and adhere to Rural Northwest Health Code of Conduct.

Information management

- Comply with and maintain all privacy legislation requirements and Rural Northwest Health confidentiality statements when communicating information pertaining to residents, team members and the operations of any Rural Northwest Health facilities.
- Comply with medico-legal, professional and Rural Northwest Health standards regarding client and resident documentation.
- Be aware of and adhere to all policy and protocol requirements in relation to fraud prevention, detection and reporting.
- Utilise information technology as appropriate in the performance of the role.

Key selection criteria

Essential

1. Extensive experience (5 years+) in a relevant trade, technical or facilities management role.
2. Hold a trade qualification, or appropriate management qualification.
3. Hospital and/or Residential Aged Care accreditation expertise.
4. Demonstrated experience in supporting team members to undertake maintenance and essential services tasks in a planned and documented manner, and on time.
5. Demonstrated experience in continuous improvement projects improving systems to support team members to be more effective and efficient resulting in enhanced outcomes for clients
6. Demonstrated experience in reviewing legislative changes and adapting policies and protocols to support team members to operationalise the changes.
7. Demonstrated project management skills to ensure projects are delivered on time and on budget.
8. High-level writing and computer skills, including the ability to develop high-quality reports within designated time frames.
9. Extensive Occupational Health and Safety knowledge.
10. Commitment to and willingness to participate in continuing training and education related to area of employment.

Preferred:

1. Extensive facilities management experience within a healthcare setting.
2. Graduate or post-graduate qualification in management.
3. Understanding of living and working within a small rural community.

Position Description – Maintenance Manager

Personal attributes:

- Ability to use judgement, initiative and common sense when performing duties.
- Strong organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail.
- Emotional maturity.
- Highly resourceful team player with the ability to also be extremely effective independently.
- Forward-looking thinker who actively seeks opportunities and proposes solutions.
- Ability to demonstrate initiative and creativity.

Certificates, licences and registrations

- Current satisfactory National Police Check, dated within 12 months of commencement date.
- Current employee Working with Children Check.
- Current Victorian driver's licence.

Other requirements

Must provide current evidence of immunisation history and/or serology results

Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature _____

Employee name (please print) _____ Date ____/____/____