

## Position Description

### Maintenance / Grounds Person



#### Our Vision:

Leading our communities to excellence in integrated health and community services.

#### Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

#### Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

#### Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

#### Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

#### MTHCS Values

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- **Accountability:** We define our expectations and are accountable for our actions.
- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

**Mallee Track Health and Community Service is a smoke free workplace**

**DEPARTMENT:** Environmental Services

**POSITION TITLE:** Maintenance / Grounds Person

**RESPONSIBLE TO:** Team Leader Maintenance & Stores

**POSITION STATEMENT:**

The primary focus of this position is to assist with the overall development and maintenance of buildings, grounds, plant and equipment as directed by the Team Leader Maintenance & Stores. Provision of technical advice and “hands on” services will be required and the incumbent will adopt an overall focus on planned, safe and preventative maintenance/grounds at any facility of MTHCS.

**KEY SELECTION CRITERIA:**

**Essential:**

- Demonstrates developed Maintenance skills.
- Demonstrated awareness of Manual handling practices.
- Understanding of Gardening Maintenance.
- Understanding of Building Maintenance.
- Understanding of Equipment Maintenance.
- Willingness to undergo ongoing professional development, education & training.
- Developed Communication skills – both verbal and written.
- Current Victorian Driver's Licence.
- Current Police Check.

**Desirable:**

- Knowledge of Building Regulations relating to the Aged Care and Health Facilities.
- Knowledge of Cleaning Standards for Victorian Public Hospitals.
- Previous experience in a trade industry.

**KEY RESPONSIBILITIES:**

**Organisational:**

- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to ensure compliance with relevant regulatory requirements and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases patient experience and patient centred care.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.

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## **Professional:**

### **Maintenance Component:**

- Contribute to the maintenance of facilities and property to an agreed standard by:
  - Maintaining equipment and performing or arranging relevant repairs and maintenance as required.
  - Performing facility maintenance programmes, including, but not limited to:
    - (i) Repairing or replacing locks, doors, furniture, leaking taps, pumps and plumbing if the relevant qualification is held by the employee), patching holes, touch up painting etc. as it requires attention.
    - (ii) Assist with MTHCS improvements such as building renovations and refurbishment, fencing, paving, establishing gardens etc.
- Carry out planned preventative maintenance programs, including the upkeep of associated records.
- Assist with supervision of all contractors whilst on site.
- Tagging and testing of all electrical items.
- Assisting with out of hours and emergency responses where required.
- Assisting the maintenance team with other duties, as requested.
- Ensuring workshop areas are kept in an orderly and tidy manner.
- Assisting in the maintenance of the motor vehicle fleet as required.
- Maintain general cleanliness and tidiness of the health service buildings and grounds.
- Where required assist with the removal of rubbish and spills.
- Maintaining maintenance services which meet all of the requirements of Essential Services legislation and MTHCS policies and procedures.
- Ensuring that work practices are efficient and cost effective, and that all resources are utilised to the optimum capacity.
- Working in collaboration with the Team Leader Maintenance & Stores and senior management team of MTHCS in developing improved processes and work practices.
- Where required supervising and providing direction and support to other environmental services staff.
- Participating in the internal and external accreditation audit programmes, ensuring records and work practices are always in compliance with MTHCS procedures and Essential Services legislation.
- Communicating positively and professionally with all employees of MTHCS, and represent MTHCS to external agencies appropriately.
- Actively participating in the annual performance appraisal process.
- To participate in the prompt and effective resolution of incident reports and corrective action requests related to maintenance services.
- Make recommendations that lead to cost savings and be “cost conscious”
- Other duties as directed.

### **Gardens Component:**

- Prepare, maintain and improve the gardens and grounds of MTHCS, ensuring public safety and attractiveness for staff and visitors.
- To ensure watering systems are established and operating efficiently to minimise waste.
- To establish and use a register for all chemicals, fertilisers and sprays.
- Show initiative and creativity in enhancing the aesthetics and appearance of the health service.
- In conjunction with the Team Leader Maintenance & Stores undertake planning and scheduling of all grounds requirements for daily, weekly, monthly, seasonal needs etc.
- Prevention, detection and treatment of any pests, fungi and disease, which may appear on MTHCS grounds.
- Review and monitor the condition of outdoor equipment and machinery.

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- Collection and disposal of rubbish and cardboard.
- Ensure gutters and downpipes are clear and working effectively.
- Participate in green strategies undertaken by MTHCS.
- To ensure that work practices are efficient and cost effective, and that all resources are utilised to the optimum capacity.
- To participate in the internal and external accreditation audit programmes, ensuring records and work practices are always in compliance with MTHCS procedures and Essential Services legislation.
- To actively participate in the annual performance appraisal process.
- To participate in the prompt and effective resolution of incident reports and corrective action requests related to environmental services.
- Other duties as directed.

### **Child Safe Organisation**

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

### **OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:**

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
  - Use any equipment provided for health and safety purposes.
  - Obey reasonable instructions given by MTHCS in relation to health and safety at work.
  - Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
  - Comply with all MTHCS OHS policies and procedures
  - Ensure they do not interfere with or misuse anything provided in the interests of health and safety
- Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

### **COMPULSORY TRAINING**

As per the schedule

### **PERFORMANCE APPRAISAL**

Conducted as per appraisal schedule.

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I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(staff member)

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(supervisor)

**Print Name:** \_\_\_\_\_

☐ cc: Personnel File

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