

## Position Description

Employment Agreement:	SDHB Maintenance Trades and Related Employees Collective Agreement
Position Title:	<b>Electrician</b>
Service & Directorate:	Building and Property Services
Location:	Invercargill
Reports to:	Electrical Supervisor
Date:	August 2021

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

<b>Kind</b> <i>Manaakitanga</i>	<b>Open</b> <i>Pono</i>	<b>Positive</b> <i>Whaiwhakaaro</i>	<b>Community</b> <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

## PURPOSE OF ROLE

To undertake the duties of Electrician for Building and Property Services.

To effectively carry out new installations, maintenance and electrical testing as required to all buildings and property operated by Southern District Health Board ensuring compliant safe and efficient operation.

To assist in ensuring compliance across the following categories:

- Electrical Regulations
- Electricity Act
- Contractors
- The Building Act
- Health and Safety in Employment Act
- Accreditation and quality assurance
- Audits

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

### Organisational Competencies

<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

### Role Specific Competencies

<b>Listening</b>	Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
<b>Problem Solving</b>	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers
<b>Process Management</b>	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.

### KEY RELATIONSHIPS

Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"><li>• Chief Financial Officer</li></ul>	<ul style="list-style-type: none"><li>• Contractors</li></ul>
<ul style="list-style-type: none"><li>• Building and Property Staff</li></ul>	<ul style="list-style-type: none"><li>• Rural Hospital Staff</li></ul>
<ul style="list-style-type: none"><li>• IT Staff</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<ul style="list-style-type: none"><li>• Group Managers</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<ul style="list-style-type: none"><li>• Clinical and Nurse Directors</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

• Service Managers	•
• Clinical Leaders	•
• Clinical Charge Nurses	•
• Unit Managers	•
• Other SDHB Staff	•

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Current Registered Electrician registration and practising license.</li> <li>• Must hold a class 1 (minimum) current driver's licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Permit Issuer qualifications.</li> <li>• Site safe or NZQA H&amp;S qualifications.</li> <li>• NZQA Construction based qualifications (MEWP, Height Work, Confined Spaces).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in electrical procedures in accordance with Australian and NZ standards, electrical regulations</li> <li>• Minimum 3 years' experience in electrical facilities maintenance or commercial/industrial contracting.</li> <li>• Experience working to construction issued drawings and specifications.</li> <li>• Experience scoping/designing electrical work and ordering materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of hospital/healthcare facilities.</li> <li>• Data network experience.</li> <li>• Experience in industrial/commercial process control technology and energy management systems such as Building Management Systems and HVAC controls.</li> <li>• Experience working with asset management and work assignment systems.</li> <li>• Qualifications relating to HV systems, controls and maintenance.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Have the ability to read and interpret electrical drawings, specifications, regulations, procedures and maintenance instructions.</li> <li>• Ability to complete routine test reports and accurately document completed works.</li> <li>• Intermediate skills on software based tools such as Microsoft Office suite.</li> <li>• Have the ability to identify potential hazards, and be able to take appropriate action to prevent or reduce problems before they arise.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of and an ability to work within systems relating to 24/7 working hospitals.</li> <li>• An understanding of electrical installations for medical facilities such as: AS/NZS 3003, 2500, NZS 6115.</li> <li>• Knowledge and control of Building Management Systems specifically Honeywell EBI.</li> <li>• Advanced computer skills for various system programmes.</li> <li>• Knowledge in mechanical/electrical control methodology.</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate effectively via cell-phones and computers.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Have the ability to cope with increased pressure, changes to planned work schedules and greater challenges due to fluctuating organisational demands.</li> <li>• Have good organisational and planning skills with the capacity to work alongside others in a team environment to facilitate achievement of organisational goals.</li> <li>• Show initiative, innovation and be proactive when dealing with problems and new situations to achieve acceptable results.</li> <li>• Be able to communicate effectively with different people at all levels including other staff members, management and contractors.</li> <li>• Take ownership and responsibility of a particular work area or task being carried out.</li> <li>• Take pride in a job well done, accept feedback and learn from any mistakes.</li> <li>• Be medically fit with good eyesight and hearing and physically agile.</li> <li>• Be punctual and reliable in attendance for duties.</li> <li>• Must be able to complete tasks without direct supervision.</li> <li>• Must maintain a tidy worksite and personal appearance.</li> <li>• Completes all work in its entirety including documentation to a high standard.</li> </ul>

**KEY RESULT AREAS:**

<b>Key Accountabilities:</b>	<b>Example of successful delivery of duties and responsibilities</b>
<b>Electrical Installations, Maintenance and Testing</b>	
<ul style="list-style-type: none"> <li>• To carry out new installations, maintenance and testing of Electrical equipment and appliances at the Southern District Health Board (SDHB) facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure compliance with all relevant regulations and codes of practice and technically correct information.</li> <li>• To complete tasks efficiently and within agreed timeframes.</li> <li>• To negotiate and advise hospital staff regarding access and impact to their areas/services.</li> <li>• To comply with Staff Occupational Health and Safety, Infection Control and the Health and Safety in Employment Act.</li> <li>• Respond to all reasonable requests for assistance from hospital staff in a courteous and helpful manner.</li> <li>• Document relevant information of work within asset management system.</li> <li>• Sound communication to all affected parties.</li> </ul>
<b>Process Control and Energy Management Systems</b>	
<ul style="list-style-type: none"> <li>• To assist in managing and maintaining all the process control systems and energy management systems within the Southern District Health Board (SDHB) facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring safe and efficient operation. To be proactive in fault finding using PC and electrical drawing protocols.</li> </ul>

<b>Compliance</b>	
<ul style="list-style-type: none"> <li>Ensure all work carried out complies with current standards, procedures and legislative requirements and that all personal safety procedures are complied with.</li> </ul>	<ul style="list-style-type: none"> <li>Recording of BWoF checks.</li> <li>Recording and storing test results correctly.</li> <li>Following SDHB SWP's and associated H &amp; S procedures.</li> <li>Document all works carried out meets compliance (CoC/ESC).</li> </ul>
<b>Professional Relationships</b>	
<ul style="list-style-type: none"> <li>To develop and maintain professional relationships with trades staff, contractors and Southern District Health Board staff.</li> </ul>	<ul style="list-style-type: none"> <li>To develop and maintain professional relationships with Infection Control and Staff Occupational Health and Safety.</li> <li>To develop and maintain professional relationships with Southern District Health Board staff to minimise disruption to areas.</li> <li>To act in a courteous non obtrusive manner around patients and medical staff.</li> <li>To be proactive in negotiating times to access areas where equipment is in use.</li> <li>To develop and maintain professional relationships with external contractors to maintain a smooth and compliant site.</li> </ul>
<b>Damage/Loss Prevention</b>	
<ul style="list-style-type: none"> <li>Prevent or minimise damage or loss to Southern District Health Board facilities and resources.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all work undertaken prevents or minimises damage or loss. To report any issues in a proactive manner to your Supervisor.</li> </ul>
<b>Accountability</b>	
<ul style="list-style-type: none"> <li>Accountability in daily operation within the Building and Property Services team.</li> </ul>	<ul style="list-style-type: none"> <li>Complete daily timesheet.</li> <li>Complete all works within asset management system.</li> <li>Report regularly to Supervisor on progress and daily operational tasks.</li> <li>Ensure good communication lines are always open and report any problems.</li> </ul>
<b>Other Duties</b>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>You produce work that complies with SDHB processes and reflects best practice.</li> <li>Research undertaken is robust and well considered.</li> <li>Live and support the DHB values in everything you do.</li> </ul>
<b>Living Southern DHB Values</b>	
<p>Proactively demonstrating Southern DHB values in all aspects of the role.</p>	<ul style="list-style-type: none"> <li>Demonstrates behaviours that we want to see from each other, at our best.</li> <li>Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up.</li> <li>Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.</li> </ul>

Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <li>• <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>• <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li>• <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

### CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date