

Position Description

Employment Agreement:	Maintenance Trades Collective
Position Title:	Fitter
Service & Directorate:	Building and Property
Location:	Dunedin
Reports to:	Mechanical Supervisor
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	April 2018

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

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: 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 effectively and efficiently carry out fitting duties as required to all building and property owned by Southern DHB.
To comply with health and safety at all times, foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all hazards and providing assistance in resolving issues that may cause harm.
To undertake any other facilities maintenance tasks as required, including assisting to build decontamination tents.

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	
Customer Focus	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
Integrity and Trust	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.
Drive For Results	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.
Management Competencies	
Problem Solving	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.
Interpersonal Savvy	Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.
Health & Safety	Demonstrates an understanding of the health and safety requirements of their particular trade or industry.
Process Management	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"> • Other BPS staff and management. • Other DHB management and staff. 	<ul style="list-style-type: none"> • Contractors • University of Otago staff.

PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> National Certificate in Mechanical Engineering Level 4 or previous trade certification (Fitter-Turner-Machinist, HVAC or similar mechanical trade) 	<ul style="list-style-type: none"> Additional trades qualification Site safe qualification
Experience	<ul style="list-style-type: none"> At least 3 years' experience in fitting (post- apprenticeship) 	<ul style="list-style-type: none"> Experience in hospital facilities Experience with asbestos precautions
Knowledge and Skills	<ul style="list-style-type: none"> The ability to work within a team and also unsupervised Excellent attention to detail. Good planning and materials estimation skills. Excellent communication skills. Take ownership and responsibility of a particular work area or task. The ability to identify potential hazards and be able to take appropriate action. Basic Microsoft Word, Outlook and Excel skills. 	<ul style="list-style-type: none"> An understanding of how to work within hospital systems. Experience with Building Management Systems i.e Honeywell EBI. Intermediate Microsoft Word, Outlook and Excel skills.
Personal Qualities	<ul style="list-style-type: none"> Be able to cope with increased pressure, changes to planned work schedules and greater challenges due to fluctuating organisational demands. Show initiative, innovation and be proactive when dealing with problems and new situations. Take pride in a job well done, accept feedback and learn from any mistakes. Be punctual and reliable in attendance for duties. Must hold a current drivers licence. Ability to take health and safety precautions (i.e. wear asbestos respiratory protection). 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Fitting	
To effectively and efficiently carry out fitting duties as required to all building and property owned by Southern DHB.	
<ul style="list-style-type: none"> To carry out new installations, maintenance and repair work to all areas within the fitting/mechanical trade. To carry out engineering duties that produce timely, technical and legally acceptable, safe and cost effective results. Assist in planning analysing issues and providing design and specification for maintenance and building projects. To be responsible for the isolation and reinstatement of any services / areas. 	<ul style="list-style-type: none"> Work is carried out efficiently and within agreed timeframes. Key performance indicators are met. Work is undertaken with minimal material wastage. All shutdowns of a service or area are undertaken with correct written documentation and notifications. Any work that involves legislative requirements is carried out by an appropriately registered person.

<ul style="list-style-type: none"> • To assist the Fire Service in the event of fire / fire alarm. • To assist with water treatments if required. • To ensure compliance with all relevant regulations and codes of practice. • To work efficiently and effectively on all tasks. • To work courteously in an operational hospital setting, minimising the risk of dust and noise. • To negotiate and advise hospital staff regarding access to their areas. • To ensure new work is carried within budget and timeframe. • To respond to all reasonable requests for assistance in a courteous and helpful manner. • Complete daily timesheet, be accountable for your time on job tickets. • To be part of an on-call roster, attend call outs and work overtime as requested. 	<ul style="list-style-type: none"> • Initiative is used when acting upon issues/job tickets/alerts/fire calls etc.
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Health and Safety
 To comply with health and safety at all times, foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all hazards and providing assistance in resolving issues that may cause harm.

<ul style="list-style-type: none"> • Takes responsibility for own health, safety and welfare. • Contributes to making the workplace safer by raising awareness of any unsafe practice or condition, or if in any doubt about the safety of any situation, consults with their supervisor. • Participates in the assessment and management of work related safety risks. • Carries out assigned tasks and duties in a safe manner, in accordance with instruction, training, and to comply with safety rules/procedures, regulations and codes of practice. • Reports any accident, near-miss, dangerous occurrence or dangerous condition to their line manager. • Avoids improvised arrangements and suggests safe ways of eliminating risks to health and safety. • Utilises personal protective equipment in accordance with the information, training and instruction. • Reports any damage of, defect in or need to clean or decontaminate any of the personal protective equipment provided to them. • Does not participate in horseplay or place fellow employees in danger by their actions. 	
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Other Duties
 To undertake any other facilities maintenance tasks as required, including assisting to build decontamination tents.

<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>	
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<p>This includes assisting to build decontamination tents, trades assistant work etc. Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. You produce work that complies with SDHB processes and reflects best practice. Research undertaken is robust and well considered. Live and support the DHB values in everything you do.
<p>Professional Development – self</p>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager. Performance objectives reviewed annually with your manager. You actively seek feedback and accept constructive criticism.
<p>Health, Safety and Wellbeing</p>	
<p>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.</p>	<ul style="list-style-type: none"> You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures. You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
<p>Treaty of Waitangi</p>	
<p>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.</p>	<ul style="list-style-type: none"> <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. <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. <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.

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