

## **FITTER/TURNER – ENGINEERING SERVICES**

### **1. PURPOSE OF POSITION**

This position takes full responsibility for all Mechanical Engineering activities at Base Hospital.

### **2. ORGANISATIONAL VALUES**

The Te Whatu Ora Taranaki's our mission (Te Kaupapa) is improving, promoting, protecting and caring for the health and well-being of the people of Taranaki. Our values define who we are as an organisation, the way we work with each other, our patients, whanau and external partners. Our Te Ahu Te Whatu Ora Taranaki values are:

<b>Partnerships</b>	WHANAUNGATANGA	We work together to achieve our goals
<b>Courage</b>	MANAWANUI	We have the courage to do what is right
<b>Empowerment</b>	MANA MOTUHAKE	We support each other to make the best decisions
<b>People Matter</b>	MAHAKITANGA	We value each other, our patients and whanau
<b>Safety</b>	MANAAKITANGA	We provide excellent care in a safe and trusted environment

### **3. DIMENSIONS**

<b>Reports to:</b>	Mechanical Supervisor, Engineering Services
<b>Number of people reporting to you</b>	0
<b>Financial limits authority</b>	\$0.00
<b>Operating Budget</b>	\$0.00

### **4. WORKING RELATIONSHIPS**

<b>External</b>	<b>Internal</b>
Contractors	All departments

**5. ACCOUNTABILITIES**

Key area of responsibility	Expected outcomes
<p><b>1. Mechanical Maintenance</b></p> <p>Perform mechanical maintenance work on site</p>	<ul style="list-style-type: none"> <li>• Raise work orders for all work that was done where no WO's are available.</li> <li>• Perform work as requested by Supervisor.</li> <li>• Perform ad hoc repair work where problems are noticed.</li> <li>• Prioritise jobs as and when received and ensure that repair work is performed in a timely manner.</li> <li>• Close WO's with all appropriate information when work has been completed.</li> </ul>
<p><b>2. Contractor activities</b></p> <p>Responsible for mechanical contractor related activities</p>	<ul style="list-style-type: none"> <li>• Takes accountability for all mechanical work contracted out to contractors (ad hoc task).</li> <li>• Ensure Hot Work permit system is always used when required.</li> <li>• Ensure contractor work is up to standard, compliant to all trade related regulations and all 'sign of' documentation has been received.</li> </ul>
<p><b>3. Preventative maintenance</b></p> <p>Perform preventative maintenance</p>	<ul style="list-style-type: none"> <li>• Create and / or maintain preventative maintenance schedule.</li> <li>• Scheduled inspections to be done as per the preventative maintenance schedule.</li> <li>• Perform all inspections as per the inspection schedule as required by supervisor.</li> <li>• Raise work order requests for all work identified to be done during the inspections.</li> <li>• Provides call out support as required.</li> </ul>
<p><b>4. Administration related to maintenance</b></p> <p>Perform administrative duties when required</p>	<ul style="list-style-type: none"> <li>• Ensure that a works order request has been created for all work.</li> <li>• Report to Supervisor as and when required regarding maintenance and planning activities.</li> <li>• Documentation completed in full e.g. work orders.</li> <li>• Always be punctual and on time for meetings and feedback required.</li> <li>• Comply with all requirements as stipulated in the core conditions document.</li> <li>• Close work order requests when completed.</li> </ul>
<p><b>5. Project Work</b></p> <p>Participate in project work</p>	<ul style="list-style-type: none"> <li>• Make best use of resources and / or contract work out as per work load to ensure no unnecessary delays are experienced with project work.</li> </ul>

**Fitter, Base Hospital**

as requested	<ul style="list-style-type: none"> <li>• Ensure time management is such that non breakdown related overtime is kept to a minimum.</li> </ul>
<p><b>6. Health and Safety</b></p> <p>Responsible for health &amp; safety</p>	<ul style="list-style-type: none"> <li>• Identify, address and report unsafe practices.</li> <li>• Accept responsibility to promote health and safety and identify / initiates quality improvement activities.</li> <li>• Support Health and Safety representative.</li> <li>• Follow up and action all requests generated from the various Health and Safety forums.</li> </ul>

<b>Organisational Accountabilities</b>	<b>Expected Outcome for all employees</b>
<p><b>Health Equity</b></p>	<p>Te Whatu Ora Taranaki strives to eliminate health inequalities and achieve health equity for the Taranaki population. In practical terms this means all staff are required to implement relevant health equity policies, procedures, approaches and guidelines issued from time to time including:</p> <ul style="list-style-type: none"> <li>• the Pae Ora Framework which requires: <ul style="list-style-type: none"> <li>• Demonstrating the principles of Partnership, Participation and Protection under the Treaty of Waitangi;</li> <li>• improving understanding of the determinants of ethnic inequalities in health, in particular the “Drivers of ethnic inequalities in health” and the “Pathways to Inequalities” both of which are referenced in Te Whatu Ora Taranaki Pae Ora Framework, Appendix 1;</li> <li>• Ensuring Health Equity assessment is embedded into your practise where services, policies or programmes are expected to improve outcomes for Māori;</li> <li>• Effectively implementing health equity approaches outlined for Health Professionals in “Equity of Health Care for Maori: A Framework” published by the Ministry of Health to support He Korowai Oranga Refresh 2014, national Maori Health Strategy;</li> <li>• Ensuring appropriate health literacy responses are used for effective engagement with Māori;</li> </ul> </li> <li>• You must ensure accurate ethnicity data is collected or held for patients and clients you interact with by following the Te Whatu Ora Taranaki Ethnicity Data Collection Policy and procedures;</li> <li>• You must attend the Cultural Competency training provided by and for staff of Te Whatu Ora Taranaki</li> </ul>

Organisational Accountabilities	Expected Outcome for all employees
	including Treaty of Waitangi workshop, General/Clinical Refreshers, Engaging Effectively with Maori and any other training identified as essential for staff.
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Maintains a safe and healthy environment</li> <li>• Complies with health &amp; safety policies and procedures</li> <li>• Carries out work in a way that does not adversely affect their health and safety or that of other workers</li> <li>• Complies with procedures and correctly use personal protective equipment and safety devices provided</li> <li>• Contributes to hazard identification and management process</li> <li>• Reports accurately near misses/incidents/accidents in a timely manner</li> <li>• Participates in health and safety matters</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Fully contributes to the individual's team performance and is committed to identify and pursue opportunities for developing new knowledge and skills.</li> <li>• Participates in the performance appraisal process where personal performance and development is reviewed.</li> <li>• Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge.</li> </ul>

**6. VARIATION TO DUTIES**

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.

**7. CAPABILITY REQUIREMENTS**

Capabilities are the behaviours demonstrated by a person performing the job. Capabilities identify what makes a person most effective in a role. Those listed below are expected for the engineering services team roles in the organisation. The required capabilities can change as the organisation develops and the roles change.

<b>Capability</b>
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<b>Capability</b>
<p><b>Effective Communication</b></p> <p>Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making</p>
<p><b>Decision Making/Problem Solving</b></p> <p>Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.</p>
<p><b>Innovation/Initiative</b></p> <p>Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.</p>
<p><b>Resilience/Flexibility</b></p> <p>Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.</p>
<p><b>Cultural Safety</b></p> <p>Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well. Understands concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.</p>
<p><b>Teamwork</b></p> <p>Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success</p>

**8. EDUCATION**

- Qualified Fitter or Fitter and Turner.

**9. SKILLS**

## Fitter, Base Hospital

- Maintenance in a hospital environment.
- Experienced in mechanical maintenance activities.
- Experienced in mechanical construction work.
- Problem solving and trouble shooting skills.
- Must be able to work and communicate with staff members at all levels.
- Must be able to delegate work as and when required.
- Must have a valid driver's license.

### 10. EXPERIENCE

- Five years experienced in mechanical maintenance activities.
- Three years experienced in mechanical construction work.