

MAINTENANCE PERSON

JOB DESCRIPTION

ORGANISATION UNIT	North Haven Hospice (NHH)
LOCATION	24a Takahe Street, Tikipunga
RESPONSIBLE TO:	Business Manager
DIRECT REPORTS	Nil
PRIMARY FUNCTIONS OF THE POSITION:	Undertake a range of duties in regard to the general maintenance and repair of buildings, facilities and clinical equipment. Undertake electrical testing of non-medical equipment. Assist with non-mechanical maintenance of vehicles. Deliver and collect clinical loan equipment to and from community patients. In consultation with Business Manager provide oversight of external contractors.

FUNCTIONAL RELATIONSHIPS

The Maintenance Person will develop and maintain effective relationships with:

Internal

Receptionist
Clinical Coordinator Community
Clinical Coordinator IPU
North Haven Hospice Staff and Volunteers

External

Contractors

NORTH HAVEN HOSPICE VALUES

North Haven Hospice has developed a set of values that provide a framework for shaping and building our future. The following values and supporting statements have associated behaviours and there is a clear expectation that all staff will demonstrate these behaviours in their interactions with patients, families/whanau, other staff, and the wider community.

VALUES

SUPPORTING STATEMENT

Integrity <i>Tu Tangata</i>	Integrity requires courage, strength and commitment – it builds trust and trust creates a solid foundation from which respect can grow
Compassion <i>Aroha</i>	Compassion requires partnership and genuine engagement – it is caring and empathy in action
Respect <i>Whakautē</i>	When we treat people with respect we affirm dignity and a sense of self-worth
Excellence <i>Te Hiranga</i>	A culture of excellence inspires confidence, supports learning, and encourages innovation
Teamwork <i>Mahitahi</i>	Teamwork means creating a culture that values collaboration and a belief that better outcomes are achieved if we work together co-operatively and harmoniously
Stewardship <i>Kaitiakitanga</i>	Trustworthiness as an organisation and accountability to the community is shown through the careful management of all resources entrusted to us

KEY RESPONSIBILITIES AND EXPECTED OUTCOMES:

The position of Maintenance Person encompasses the following key areas of responsibility:

1. Maintain hospice buildings, essential building systems and grounds to a high standard
2. Co-ordinate contractor activity
3. Organise and maintain clinical equipment, and assist with non-mechanical maintenance of all NHH vehicles
4. Provide clinical loan equipment delivery service to and from patient homes
5. Ensure all non-medical equipment is electrically tested in compliance with NZ Safety Standards
6. Meets core organisational requirements

The outcome requirements of the above key responsibility areas are outlined below:

KEY RESPONSIBILITY 1: Maintain hospice buildings, essential building systems and grounds to a high standard

Expected Outcomes:

- 1.1 Undertake a weekly check of the exterior of the hospice building and grounds, and address any areas that require attention
- 1.2 Undertake minor building and facility internal repairs and maintenance liaising with the receptionist as required.
- 1.3 Maintain grounds of hospice including weeding, spraying and pruning as required.
- 1.4 In consultation with the Business Manager identify and implement a planned maintenance programme

KEY RESPONSIBILITY 2: Co-ordinate contractor activity

Expected Outcomes:

- 2.1 In consultation with the Business Manager:
 - a. Liaise with external contractors to ensure that all health & safety documentation (e.g. Job Task Analysis) requirements are met and adhered to on site
 - b. Discuss job requirements for specific work to be undertaken by external contractors – this includes job specifications and pricing
 - c. Maintain oversight of contractors working at North Haven Hospices premises
 - d. Ensure all appropriate documentation is completed and filed – at times requiring input from the infection control nurse
 - e. Inspect, monitor and record work performance for audit and payment purposes
- 2.2 Provide Business Manager with monthly report of any health and safety issues for presentation at Health and Safety Meeting.

KEY RESPONSIBILITY 3: Organise and maintain clinical equipment, and assist with non-mechanical maintenance of all NHH vehicles.

Expected Outcomes:

- 3.1 In conjunction with the Clinical Coordinators Community and IPU, the Clinical Administration Assistant, and the Receptionist undertake maintenance and repair of all North Haven Hospice clinical equipment.
- 3.2 Co-ordinate electrical testing of all medical clinical equipment, e.g. beds, oxygen concentrators etc.
- 3.3 Maintain an orderly storage system for all clinical equipment that meets health and safety requirements for safe moving and handling.
- 3.4 Ensure the NHH equipment delivery vehicle is regularly cleaned both internally and externally and assist with any other non-mechanical vehicle issues as required.

KEY RESPONSIBILITY 4: To provide a clinical loan equipment delivery service to and from patients homes.

Expected Outcomes:

- 4.1 To follow the established process for the loan and return of community equipment in liaison with the Clinical Coordinator Community, or the Operations Manager in their absence.
- 4.2 To visit and either install or de-install hospice loan equipment liaising with patients and their families in their homes.
- 4.5 To be familiar with the Safe Driving policy (SAF 003)

KEY RESPONSIBILITY 5: To ensure all non-medical equipment is electrically tested in compliance with NZ Safety Standards

Expected Outcomes:

- 5.1 Test all hospice electrical equipment as required by ASNZS3760 and maintain appropriate records.
- 5.2 Maintain appropriate competency for ASNZS3760

KEY RESPONSIBILITY 6: Meet core organisational requirements

Expected Outcomes:

- 6.1 Know, uphold and model the values, philosophy, policies and standards of North Haven Hospice and current recommended best practice standards relevant to the position.
- 6.2 Keep informed about and complies with legal and regulatory requirements including any code of conduct.
- 6.3 Participate in the North Haven Hospice continuous improvement and risk management programme.
- 6.4 Participate in the North Haven Hospice health and safety management programme, acting in accordance with the agreed standards and accountabilities of staff as set out in the Health and Safety policy.
- 6.5 Observe and promote safe work practices and be proactive in hazard management.
- 6.6 Honour the Treaty of Waitangi, respecting the beliefs and values of those who identify as Maori, supporting tikanga practices as they are incorporated into hospice care and services.
- 6.7 Respect the beliefs and values of all people including those of particular cultural, religious, social and/or ethnic groups.
- 6.8 Participate in performance review and development, including attending training relevant to the position.
- 6.9 Act as an ambassador for hospice in the community through work and own social networks whilst maintaining the confidentiality of individuals and not acting or speaking on behalf of or representing North Haven Hospice unless so authorised by the Chief Executive Officer.

VARIATION OF DUTIES:

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet changing service requirements.

Signed Employee _____ **Date** _____

Signed Employer _____ **Date** _____

MAINTENANCE PERSON

PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS:

Essential:

- A current NZ Drivers Licence (Class 1)
- Trade qualification or proven comparable work experience

EXPERIENCE

Essential:

- General handyman skills – e.g. Carpentry, plumbing, electrical, grounds maintenance
- Knowledge of Building Code and compliance requirements
- Working knowledge of Health and Safety legislation and Workplace Safety Management Programme (WSMP)
- Computer literacy and proficiency in MS Office products – Outlook, Word

Desirable:

- Electrical Test competency under ASNZS3760
- Experience working with volunteers
- Experience working in a not-for-profit organisation

SKILLS AND PERSONAL ATTRIBUTES:

- Physically strong and fit
- Enthusiasm and initiative
- Positive attitude
- Excellent verbal and written communication skills
- Flexibility, adaptability and willingness to undertake a variety of duties
- Proven organisational skills
- Ability to work independently and as part of a team
- Ability to demonstrate cultural sensitivity in a multicultural setting

AWARENESS AND UNDERSTANDING OF:

Philosophy of Hospice

Health Information Privacy Code 1994, revised edition 2008

Code of health and Disability Consumers' Rights 1996, reviewed edition 2013

Health and Safety at Work Act 2015

Te Tiriti o Waitangi / Treaty of Waitangi