

# Mechanical Supervisor

## Facilities and Development

**Date: FEBRUARY 2013**

<b>Job Title</b>	: Mechanical Supervisor
<b>Department</b>	: Facilities and Development
<b>Hours</b>	: 40 Hours
<b>Location</b>	: North Shore Hospital Campus
<b>Reporting To</b>	: District Facilities Manager
<b>Direct Reports</b>	: Maintenance Fitters
<b>Functional Relationships with</b>	<p>: <u>Internal</u></p> <p>All staff – clinical and non-clinical</p> <p>Charge nurses</p> <p>Service managers</p> <p>Duty managers</p> <p>Maintenance supervisors</p> <p>Ward clerks</p> <p>Department heads</p> <p>Hospital nursing staff</p> <p>Hospital maintenance staff</p> <p>Infection control staff</p> <p><u>External</u></p> <p>Contractors</p> <p>Consultants</p> <p>Sales representatives</p> <p>Patients and Visitors</p> <p>External Agencies (such as Council, compliance agencies)</p>
<b>Purpose</b>	<p>: Management and supervision of staff</p> <p>Management and co-ordination of maintenance contractors</p> <p>Management of the Hospital's mechanical infrastructure systems</p> <p>Coordinate and schedule preventative maintenance jobs and tasks to minimise breakdowns</p> <p>Contract and office administration</p> <p>To undertake general mechanical tasks in a timely and professional manner</p>

## Mechanical Supervisor

### Facilities and Development

To undertake new mechanical installation work as required

To service and maintain mechanical fittings and fixtures, including all heating and cooling systems and associated piping, boilers (all types), chillers, air handling systems and units, airconditioning systems, autoclaves, sterilisers and washers, pumps, air conditioning systems, filter systems, louvers, grilles and vents, pool equipment such as beds, wheelchairs, trolleys, hoists, and lifting equipment, etc

To assist with the maintenance of the building controls system as required

Undertake general administrative duties including preparing quotes, recording work task details and contract administration duties

Follow current Health and Safety policies and procedures and electrical regulations

Participate and perform after hour's oncall and callout duties as requested and as rostered

Annually review, and where necessary develop, maintenance schedules for all mechanical aspects of plant and equipment

Manage and co-ordinate mechanical safety testing in accordance with relevant NZ standards and regulations

Attendance to site, both during and outside normal working hours, when major or significant mechanical outages occur

#### KEY TASKS & RESPONSIBILITIES

##### Management and supervision of staff performance

- With the assistance of the District Facilities Manager, staff are recruited and trained to perform their jobs competently.
- Staff performance is monitored, managed and developed in accordance with WDHB performance management policies.
- Staff timesheets and leave applications are checked and authorised.
- Internal communication is maintained between staff.

##### Management and coordination of maintenance contractors

- Assist the District Facilities Manager in planning and completing annual

## Mechanical Supervisor

### Facilities and Development

	<p>mechanical maintenance plans.</p> <ul style="list-style-type: none"> <li>• Management and supervision of various mechanical maintenance contractors.</li> <li>• Assist the District Facilities Manager in implementing safety procedures with contractors, including safety induction's and hazard identification.</li> <li>• Coordinate contractors to perform new installation and maintenance work to the satisfaction of the District Facilities Manager.</li> <li>• Investigate maintenance problems and liaise with contractors to co-ordinate repairs.</li> <li>• Give instructions to contractors to perform specific tasks.</li> <li>• Ensure mechanical contracts are delivered in accordance with current WDHB policies.</li> <li>• Manage contracts within approved budgets and timeframes.</li> </ul>
<b>Contract and office administration</b>	<ul style="list-style-type: none"> <li>• Undertake general office administration including the preparation of estimates, work assessments and give advice to departments.</li> <li>• Assist the District Facilities Manager with resolving any disputes with contractors.</li> <li>• Assist the District Facilities Manager in the preparation of quotations for department managers.</li> <li>• All paperwork is filed accurately.</li> <li>• Communicate with staff using email.</li> <li>• Request and receive quotations and estimates from contractors.</li> <li>• Issue purchase orders for contract works and authorise payment of invoices.</li> <li>• Annually review, and where necessary develop, maintenance schedules for all mechanical aspects of plant and equipment, liaising with the Facilities administrator to ensure that schedules are up-to-date and relevant.</li> </ul>
<b>Assist the District Facilities Manager in the development and quality improvement of the service</b>	<ul style="list-style-type: none"> <li>• Assist the District Facilities Manager in the business planning, budgeting processes, and quality and efficiency initiatives.</li> <li>• Organisational projects receive appropriate advice and resource in regard to maintenance and facility issues.</li> </ul>

## Mechanical Supervisor

### Facilities and Development

	<ul style="list-style-type: none"> <li>• Deputise for the District Facilities Manager as instructed (attending meetings to represent the service as instructed).</li> <li>• As part of the facilities functional trade role and team work promotion, trades staff will be expected to promote good Energy Management practices and take ownership of their work areas both at workshop and site levels (e.g. plant rooms, reporting found energy inefficiencies of plant and equipment).</li> </ul>
<b>Maintenance and testing</b>	<ul style="list-style-type: none"> <li>• To service and maintain(including troubleshooting problems with) mechanical fittings and fixtures, including all heating and cooling systems and associated piping, boilers (all types), chillers, air handling systems and units, airconditioning systems, autoclaves, sterilisers and washers, pumps, air conditioning systems, filter systems, louvers, grilles and vents, pool equipment such as beds, wheelchairs, trolleys, hoists, and lifting equipment, etc.</li> <li>• To efficiently manage minor roofing repairs including repairs to louvers and grilles.</li> <li>• Maintenance tasks are performed in a timely, professional and safe manner.</li> <li>• Work tasks are completed to the satisfaction of the District Facilities Manager.</li> <li>• Uses and is familiar with the PC-based BMS system to carry out fault diagnostics on HVAC systems as necessary.</li> </ul>
<b>New work and Defects</b>	<ul style="list-style-type: none"> <li>• Undertake new mechanical installation work in accordance with the current mechanical regulations.</li> <li>• Undertake minor mechanical projects and modifications to existing systems to the satisfaction of the District Facilities Manager.</li> <li>• All defects are repaired in a timely manner and are left in a safe condition.</li> <li>• Work tasks are completed to the satisfaction of the manager.</li> </ul>
<b>Preventative Maintenance (PM's)</b>	<ul style="list-style-type: none"> <li>• Preventative maintenance is completed in accordance with the computerised maintenance system.</li> </ul>

## Mechanical Supervisor

### Facilities and Development

	<ul style="list-style-type: none"> <li>PM's are undertaken at the required frequency and prioritised accordingly in liaison with the District Facilities Manager.</li> </ul>
<b>On call Duties</b>	<ul style="list-style-type: none"> <li>Participate in the Trades "on-call after-hours system", starting immediately. This is a rostered system within the WDHB Trades department, with various personnel participating. Each roster is for one week duration and covers the periods outside of normal working hours.</li> <li>Inclusive of being rostered on-call, when available, attend mechanical related after-hours call-outs at any time to any of WDHB's sites as requested.</li> </ul>
<b>Delivery of a high standard of customer service within the Waitemata DHB</b>	<ul style="list-style-type: none"> <li>Maintenance services provided are customer-focused and timely.</li> <li>Communication with staff and patients/clients is professional, appropriate and clearly indicates a willingness to be helpful.</li> <li>Telephone messages are recorded accurately</li> <li>All responses to requests are prompt, within specified timeframes, and priorities are determined appropriately.</li> <li>Maintains strict confidentiality in relation to patient/client and Waitemata DHB business information.</li> <li>Assistance is provided to other members of the maintenance department as time and priorities permit.</li> </ul>
<b>Adherence to policies and procedures</b>	<ul style="list-style-type: none"> <li>Complies with Waitemata DHB policies and procedures, and the Quality Manual Procedures and Work Instructions.</li> </ul>
<b>Learning and Development</b>	<ul style="list-style-type: none"> <li>Participates in the performance management Programme.</li> <li>Identifies learning needs and negotiates with the manager to meet these.</li> <li>Applies knowledge, information and experience to practice.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>Any other additional duties that relate to the position are completed as instructed by District Facilities Manager</li> <li>That all other additional duties are performed in an efficient manner, to the required time and within a negotiated timeframe</li> </ul>
<b>To recognise Individual Responsibility for Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Follows WDHB maintenance and contractor H&amp;S procedures and policies.</li> </ul>

## Mechanical Supervisor

### Facilities and Development

<b>under the Health and Safety in Employment Act 1992</b>	<ul style="list-style-type: none"> <li>• Undertakes safety induction of contractors and identification of hazards as requested.</li> <li>• Work areas, including plant rooms, are kept tidy, safe and secure at all times.</li> <li>• Has knowledge of location of safety equipment and materials and is able to apply Waitemata DHB's emergency procedures.</li> <li>• Is aware of and can identify hazards which personnel may be exposed to, or may create, and take action accordingly.</li> <li>• Is able to prevent or minimise the adverse affects of hazards.</li> <li>• Applies health and safety related skills and knowledge to all work practices and holds toolbox talks on a regular basis.</li> <li>• Is aware of and complies with responsibilities under the Health and Safety in Employment Act (1992) and any subsequent amendments or replacement legislation.</li> </ul>
<b>Behavioural Competencies</b>	
<b>Communicates and Works Co-operatively</b>	<ul style="list-style-type: none"> <li>• Actively looks for ways to collaborate with and assist other to improve the experience of the healthcare workforce, patients &amp; their families and the community &amp; Iwi</li> </ul>
<b>Is Committed to Learning</b>	<ul style="list-style-type: none"> <li>• Proactively follows up development needs and learning opportunities to oneself and direct reports</li> </ul>
<b>Is Transparent</b>	<ul style="list-style-type: none"> <li>• Communicates openly and engages widely across the organisation</li> <li>• Enacts agreed decisions with integrity</li> </ul>
<b>Is Customer Focused</b>	<ul style="list-style-type: none"> <li>• Responds to peoples needs appropriately and with effective results</li> <li>• Identifies opportunities for innovation and improvement</li> </ul>
<b>Works in Partnership to Reduce Inequality in Outcomes</b>	<p>Works in a way that:</p> <ul style="list-style-type: none"> <li>• Demonstrates awareness of partnership obligations under the Treaty of Waitangi</li> <li>• Shows sensitivity to cultural complexity in the workforce and patient population</li> <li>• Ensures service provision that does not vary because of peoples personal characteristics</li> </ul>
<b>Improves Health</b>	<ul style="list-style-type: none"> <li>• Work practices show a concern for the promotion of health and well-being for self and others</li> </ul>

## Mechanical Supervisor

### Facilities and Development

<b>Prevents Harm</b>	<ul style="list-style-type: none"> <li>Follows policies and guidelines designed to prevent harm</li> <li>Acts to ensure the safety of themselves and others</li> </ul>
<b>Personal Attributes / Competency Profile</b>	
Leadership	Self motivated individual with people management skills having the ability to oversee, negotiate, be assertive, coach, instruct and facilitate
Customer Focus	Have a strong commitment to a customer focused environment
Communications	The ability to communicate effectively (verbally and in writing) with a wide range of people, developing and maintaining effective internal and external relationships
Work Ethics	Ability to work independently, without guidance, and to prioritise work requests efficiently and realistically
Self Development	Self motivated and innovative Keep abreast of industry and professional knowledge by reading publications and contributing to relevant groups and forums Ability to think laterally and to plan in terms of immediate and long-term goals and requirements

#### VERIFICATION:

**Employee:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note:** *This job description forms part of an individual's contract of employment with WDHB and must be attached to that contract*

## PERSON SPECIFICATION

**POSITION TITLE:** Document Control Officer

	<b>Minimum</b>	<b>Preferred</b>
<b>Qualification</b>	A qualified Fitter	A qualified Fitter/welder
<b>Skills</b>	Willingness to work in a team Ability to work independently Time management skills Communication skills	
<b>Experience</b>	At least 10 years' experience in engineering plant maintenance with some supervisory experience	15 years mechanical maintenance experience in a hospital or similar environment, with supervisory experience and experience with steam reticulation
<b>Attributes</b>	Good all-round mechanical engineering knowledge.	