Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team

Position Description
Maintenance Officer
THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria’s first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We’re here when it matters most, and we’ll continue to be the first to speak out for our diverse community’s wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we’re inspired by our vision of Advancing health for everyone, every day. While we’re each going about our different roles, we’re united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First

People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability
Position Description

Position Title: Maintenance Officer
Service: Clinical Governance & Medical Services, VIDRL
Location: The Doherty Institute
Reports To: VIDRL Laboratory Manager
Enterprise Agreement: Victorian Public Health Sector (Maintenance) Multi-Employer Agreement 2017–2021
Classification: Miscellaneous (21 EBA)
Employment Status: Full Time
Immunisation Risk Category: Category B
Date of Review: December 2021

POSITION SUMMARY

Working as a Maintenance Officer within VIDRL at the Doherty Institute, this role will support the VIDRL Laboratory manager with the preventative maintenance of all of VIDRL Laboratory equipment, facility compliance scheduling and reporting. The role will also provide assistance the maintenance of all plant and services in the the High Containment Facility (HCF) at the institute. In addition, this position will work collaboratively as a member of the Doherty Institute Engineering Group (DEG) to provide support for building wide facility management.

Duties and responsibilities will include (but not limited to);

- Assist VIDRL’s Laboratory Manager and the Doherty Engineering Group to ensure the completion of scheduled and reactive maintenance and service requests
- Assist the Laboratory Manager to monitor, assess and administer the performance and operation of VIDRL assets, including plant and laboratory equipment,
- Assist the Laboratory Manager with daily physical inspections of plant infrastructure and monitoring of the Building Management System (BMS).
- Report and respond quickly to reactive maintenance events for the VIDRL High Containment Facility suites, infrastructure & plant rooms, and Effluent Digestion System (EDS) and VIDRL laboratories.
- Assist with the maintenance of the Effluent Digestion System (EDS) for the HCF in conjunction with all DEG members.
- Assist in building-specific preventative maintenance schedules and monitoring as per documented procedures and Standard Operating Procedures (SOP’s).
• Provide support to the DEG to help coordinate and inspect contract work on electrical, plumbing, mechanical and other related systems
• Provide support to the DEG, VIDRL compliance officer and VIDRL Laboratory manager to ensure safety, business continuity and all regulatory compliances are preserved
• Assist with the maintenance of records of asset maintenance and service reports in accordance with the regulators’ requirements, including plant and laboratory equipment.
• Report and escalate building services issues with the DEG and HCF Manager/Laboratory Manager in respect to HCF.
• Remain versatile to provide support for all general trade work, repairs, adjustments and odd jobs as required
• Oversee the management and credentialing and induction of external contractors and their supervision while on site.
• Availability out of ordinary hours to support out of hours scheduled maintenance activities for the HCF
• Other duties as directed and consistent with the grade of this position
KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.

KEY RELATIONSHIPS

Internal
- VIDRL Laboratory staff
- VIDRL Senior staff
- VIDRL OHS and Compliance Officer

External
- Doherty Engineering Group
- External service contractors
- Department of Microbiology and Immunology Laboratory manager and Facilities manager

KEY SELECTION CRITERIA

Formal Qualifications

Relevant experience and specialist expertise or broad knowledge in engineering or technical trades field; or an equivalent combination of relevant experience and/or education and training.

Essential:
- Wide knowledge of building services including mechanical, electrical and/or plumbing services
- Knowledge of relevant regulations such as the Building Regulations, Building Code of Australia and Occupational Health and Safety Act
- Demonstrated ability to recognise problems, communicate and respond quickly and appropriately to breakdowns or emergencies
- Strong ability to diagnose mechanical issues, electrical, plumbing issues and determine appropriate measures to handle them. Extensive know-how of performing repair and maintenance on equipment and tools.
- Demonstrated ability to operate effectively when under pressure or when dealing with conflicting priorities.
- Demonstrated ability to read and understand engineering drawings, (including electrical, air conditioning and hydraulic drawings), specifications and operational maintenance manuals.
- Ability to communicate and work with people at all levels.
- Proven ability to manage all aspects of the contractor management.
- Good computer skills – Microsoft Office – Word, Outlook, etc.
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.

Desirable:
- Previous experience with biomedical laboratory environments - Experience in the maintenance, checks, calibrations and relocation of laboratory and plant equipment.
- Previous experience with complex building operating systems (BMS)
- Previous experience with building management software programs (Service Now/Smartsheet)
- Broad understanding of compliance regulations pertaining to biomedical research facilities including physical containment laboratories level PC2, PC3 and PC4.

**KEY PERFORMANCE INDICATORS**

Your performance will be measured through your successful:
- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

**AT THE RMH WE:**
- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.
ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

/   /

Date