

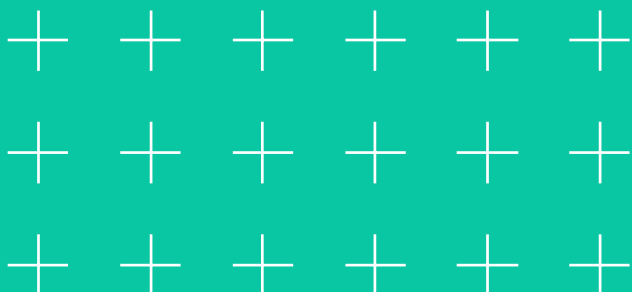


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Maintenance Officer

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.

Advancing health for everyone, every day.

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.

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

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

- Ensure the completion of scheduled and reactive maintenance and service requests issued via VIDRL's Laboratory Manager and the Doherty Engineering Group
- Monitor, assess and administer the performance and operation of VIDRL assets, including plant and laboratory equipment, daily physical inspections 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.
- Maintain 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).
- In conjunction with the DEG help coordinate and inspect contract work on electrical, plumbing, mechanical and other related systems

- Maintenance Officer | Clinical Governance & Medical Services, VIDRL | October 2021 4/7

- 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.

Internal

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

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

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:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- 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

- 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.

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

- 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.

Maintenance Officer | Clinical Governance & Medical Services, VIDRL | October 2021 6/7

Date