

 HAWKE'S BAY District Health Board Whakawāteāria	POSITION TITLE	Maintenance Lead Carpenter		
	DIRECTORATE	Finance	DEPARTMENT	Facilities/Maintenance Services
	REPORTING TO (operationally)	Maintenance Supervisor	REPORTING TO (professionally)	Maintenance Manager
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	<p><i>This role covers the Maintenance Carpenter Services in the Hawke's Bay District Health Board (HBDHB)</i></p> <p><i>Staff reporting - Nil Direct</i></p> <p><i>- One Carpenter Indirect</i></p>			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> <i>To provide a quality maintenance service to Hawkes Bay District Health Board.</i> <i>To provide leadership and coordination of the carpentry service.</i> <i>To provide advice to other Maintenance Services staff.</i> <i>To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Maintenance Service.</i> <i>Delivery of departmental KPI's</i> <i>To recognise and support the delivery of the Hawkes Bay Health sector vision.</i> 			
BACKGROUND	<ul style="list-style-type: none"> <i>Maintenance Services manages and undertakes maintenance and minor capital works projects for Hawkes Bay District Health Board which includes Hawkes Bay Hospital, Napier Health Centre and other smaller sites.</i> <i>Where Hawkes Bay DHB does not employ specialist skills as part of its own team, Maintenance Services must assess, engage and monitor contracted specialists.</i> <i>The work is generally within the hospital environment. Work must often be completed urgently to ensure patient well-being and comfort. Work must also be completed at appropriate times to minimise disruption to patients and staff.</i> 			
LEAD DELIVERABLES	<ul style="list-style-type: none"> <i>Provide direction to indirect reports on a daily basis to assist them with determining work priority and best utilising the skills of the team.</i> <i>Work with Maintenance Supervisor on a daily basis to allocate resourcing to achieve maintenance KPIs.</i> <i>Provide technical support to trade staff to achieve effective and timely solutions.</i> <i>Identify repeat plant or equipment failure and trace root cause to achieve robust long term solutions.</i> <i>Work with maintenance leadership team to implement or improve preventative maintenance practices.</i> <i>Drive Health and Safety in the work place, leading by example and ensuring correct practices are carried out by other staff.</i> 			
KEY DELIVERABLES	<p><i>Provide a quality maintenance service</i></p> <ul style="list-style-type: none"> <i>Assigned maintenance work is completed in an efficient and effective manner.</i> <i>Initiative is used to identify potential equipment and building problems and those problems are investigated, assessed and reported to the Maintenance Supervisor.</i> <i>Services provided in carpentry specialist area including maintenance of buildings and equipment, glazing, door hardware and locks. General light construction including painting, gib stopping, etc.</i> <i>Professional judgment is exercised in practice.</i> <i>Continuous quality improvement is demonstrated.</i> <i>Ensure work is completed with required time-frames.</i> <i>Promote and facilitate sound energy management practice.</i> <i>Owns trades expertise and knowledge is maintained through appropriate professional development.</i> <i>Professional registrations, practicing licence, etc. are maintained in accordance with legal requirements.</i> <i>Equipment and supplies are used economically and efficiently.</i> 			

<p>KEY DELIVERABLES</p>	<ul style="list-style-type: none"> • <i>Technical problems and solutions are discussed with customers to their satisfaction.</i> • <i>Work with and direct contractors as required.</i> • <i>Open channels of communication with all staff and significant others are maintained.</i> • <i>Documentation and records are maintained accurately and up to date and in accordance with HBDHB policies, standards and legal requirements.</i> <p>To work as part of a multi-disciplinary team to achieve the best possible maintenance outcomes</p> <ul style="list-style-type: none"> • <i>Liaison maintained with other trades to programme and complete work.</i> • <i>Communicate effectively with Maintenance Supervisor and other staff, including raising issues on maintenance standards, request consultation and share knowledge with team members.</i> • <i>Participate in appropriate meetings, team briefings and information sessions.</i> • <i>Professionalism is displayed at all times and in all dealings with customers, staff and the public.</i> • <i>Wear uniform and security ID as directed by the HBDHB to identify you as a member of the Facilities Maintenance Team.</i> • <i>Display teamwork and engender trust.</i> • <i>Participate in training needs analysis and undertake identified learning, development and career opportunities.</i> • <i>On occasion work as part of a capital project team sharing specific site and equipment knowledge.</i> • <i>Raise issues affecting service provision and maintenance of standards.</i> • <i>Provide technical support and advice regarding your specific trade skills to apprentices and other members of the maintenance staff as appropriate.</i> <p>Maintain familiarity with Standards and Regulations</p> <ul style="list-style-type: none"> • <i>Appropriate application of Building Code, standards and regulations relevant to hospital building, other relevant standards and relevant HBDHB policies.</i> • <i>Permits are obtained where necessary.</i> <p>Carryout assigned work in an efficient and effective manner</p> <ul style="list-style-type: none"> • <i>Task frequencies are reviewed and optimised to balance planned servicing and breakdown work.</i> • <i>Coordinate and sequence work appropriately and monitor progress.</i> • <i>Adequate supplies of materials and spare parts are available.</i> • <i>Workshop and other work areas are kept in clean and tidy condition.</i> <p>Customer Service</p> <ul style="list-style-type: none"> • <i>Open and responsive to customer needs.</i> • <i>Communicate task status relating to progress, delays, completion, etc. to the customer in a timely manner.</i> • <i>Demonstrate an understanding of continuous quality improvement</i> • <i>Ensure patient confidentiality</i> <p>Undertake any other related duties as requested by members of the senior maintenance leadership staff</p> <ul style="list-style-type: none"> • <i>Under take all reasonable requests as directed by any member of the senior maintenance leadership staff.</i>
<p>HEALTH & SAFETY RESPONSIBILITIES</p>	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> • <i>Displays commitment through actively supporting all health & safety initiatives.</i> • <i>Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision.</i> • <i>Ensures own and others safety at all times.</i> • <i>Familiarise self with the safe operation of any equipment used in the course of employment.</i> • <i>Wears appropriate personal protective equipment as required.</i> • <i>Assist in ensuring the physical environment & equipment is safe and functional.</i> • <i>Complies with policies, procedures and safe systems of work.</i> • <i>Reports all incidents/accidents, including near misses in a timely fashion.</i> • <i>Is involved in health and safety through participation and consultation.</i> <p><i>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</i></p>

KEY WORKING RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> • Maintenance & Engineering Manager • Maintenance Manager • Maintenance Supervisor • Maintenance Trade Leads • Carpenter • Maintenance Staff • Capital Projects Team • Stakeholders across the HBDHB • Patients 	EXTERNAL <ul style="list-style-type: none"> • Service Contractors • General Public • Suppliers
DELEGATION AND DECISION	<p><i>Works under the general direction of the Maintenance Supervisor</i></p> <p><i>Works autonomously with a high degree of independence</i></p> <p><i>Maintains relationships with customers</i></p>	
HOURS OF WORK	<i>80 per fortnight</i>	
EMPLOYMENT AGREEMENT & SALARY	<i>Maintenance Tradespersons and their Assistants Collective Employment Agreement</i>	
DATE	<i>May 2022</i>	
EXPENDITURE & BUDGET ACCOUNTABILITY	<i>Within limits delegated by the Maintenance Supervisor</i>	
SCOPE & COMPLEXITY	<p><i>Effectively managing own and carpenters time and prioritising workload to ensure work is completed within the agreed times.</i></p> <p><i>Managing customers and other stakeholders across the DHB</i></p> <p><i>Providing advice to Maintenance and Facilities staff on building issues</i></p>	

ESSENTIAL CRITERIA

Qualifications

- *Trades Certificate or New Zealand Certificate in Carpentry (Level 4) or equivalent*

Experience

- *Experience leading staff and managing workloads*
- *Minimum 5 years experience as a carpenter*
- *Experience as a carpenter working across the range of carpentry tasks including general building*

Knowledge

- *Knowledge of joinery, locks and glazing*
- *Sound knowledge of the Building Code*

Leadership Competencies

- *Credibility and integrity (embraces professionalism and ethical practice)*
- *Proven ability to manage staff and work collaboratively*
- *Ability to grasp implications of a situation quickly*

Key Attributes

- *Effective verbal and written communication*
- *Positive attitude with problem solving focus*
- *The ability to prioritise work for completion and to meet externally imposed time frames*
- *Ability to promote Maintenance Services*

Effectively Engaging with Māori

- *Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori*
- *Is visible, welcoming and accessible to Māori consumers and their whānau*
- *Actively engages in respectful relationships with Māori consumers and whānau and the Māori community*
- *Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience*
- *Actively facilitates the participation of whānau in the care and support of their whānau member*

Physical requirements for role:

- *Have the physical ability to spend a good portion of the working day commuting around the Hospital site on foot*
- *Be able to carry out the manual handling tasks expected in a hands on trade staff role*
- *Be physical able to access difficult locations such as under floors or in ceilings*
- *Be physical able to work in non-air conditioned locations such as plant rooms, boiler houses etc*

Vaccination status for role:

As per DHB Policy – Mandatory COVID-19 and Influenza vaccination.

DESIRABLE CRITERIA

Qualifications

- *Licensed building practitioner*

Experience

- *Experience in a hospital or similar environment with a maintenance focus*

Business / Technical Skills

- *Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace*



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.