

Te Whatu Ora Health New Zealand Te Matau a Māui Hawke's Bay	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	This role covers the Maintenance Carpenter Services in Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay Staff reporting - Nil Direct - One Carpenter Indirect			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To provide a quality maintenance service to Hawkes Bay District Health Board. To provide leadership and coordination of the carpentry service. To provide advice to other Maintenance Services staff. To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Maintenance Service. Delivery of departmental KPI's To recognise and support the delivery of the Hawkes Bay Health sector vision. 			
BACKGROUND	<ul style="list-style-type: none"> 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. Where Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay does not employ specialist skills as part of its own team, Maintenance Services must assess, engage and monitor contracted specialists. 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. 			
LEAD DELIVERABLES	<ul style="list-style-type: none"> Provide direction to indirect reports on a daily basis to assist them with determining work priority and best utilising the skills of the team. Work with Maintenance Supervisor on a daily basis to allocate resourcing to achieve maintenance KPIs. Provide technical support to trade staff to achieve effective and timely solutions. Identify repeat plant or equipment failure and trace root cause to achieve robust long term solutions. Work with maintenance leadership team to implement or improve preventative maintenance practices. Drive Health and Safety in the work place, leading by example and ensuring correct practices are carried out by other staff. 			
KEY DELIVERABLES	Provide a quality maintenance service <ul style="list-style-type: none"> Assigned maintenance work is completed in an efficient and effective manner. Initiative is used to identify potential equipment and building problems and those problems are investigated, assessed and reported to the Maintenance Supervisor. 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. Professional judgment is exercised in practice. Continuous quality improvement is demonstrated. Ensure work is completed with required time-frames. Promote and facilitate sound energy management practice. Owns trades expertise and knowledge is maintained through appropriate professional development. Professional registrations, practicing licence, etc. are maintained in accordance with legal requirements. Equipment and supplies are used economically and efficiently. 			

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

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 Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay • Patients 	EXTERNAL <ul style="list-style-type: none"> • Service Contractors • General Public • Suppliers
DELEGATION AND DECISION	<p>Works under the general direction of the Maintenance Supervisor</p> <p>Works autonomously with a high degree of independence</p> <p>Maintains relationships with customers</p>	
HOURS OF WORK	80 per fortnight	
EMPLOYMENT AGREEMENT & SALARY	Maintenance Tradespersons and their Assistants Collective Employment Agreement	
DATE	September 2023	
EXPENDITURE & BUDGET ACCOUNTABILITY	Within limits delegated by the Maintenance Supervisor	
SCOPE & COMPLEXITY	<p>Effectively managing own and carpenters time and prioritising workload to ensure work is completed within the agreed times.</p> <p>Managing customers and other stakeholders across Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay</p> <p>Providing advice to Maintenance and Facilities staff on building issues</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:

Vaccinations as per the current employee immunisation policy including annual influenza vaccinations

DESIRABLE CRITERIA

Qualifications

- Licenced 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.