

# POSITION DESCRIPTION

Maintenance Supervisor

*Supporting Everyone to be healthy and live well*

## PURPOSE OF THE ROLE

Position Details	
Position Title:	<b>Maintenance Supervisor</b>
Department	Engineering
Reports to:	Executive Project Manager
Positions Reporting to this role:	Nil
FTE:	1
Budget:	
Enterprise Agreement:	Health and Allied Services
Position Classification:	HS2
Position Description last reviewed:	2025

Key Accountabilities
The maintenance supervisor will be responsible for internal & external trades group repairs and planned maintenance work allocations
Annual essential service reports along with contract preparation and execution for external contractors is a key part of this role
The position is overseen by the Executive Project Manager and requires daily interaction with Facilities Manager and Emergency Management Co-Ordinator
Your ability to work independently is an essential part of this role
Specific Responsibilities will include <ul style="list-style-type: none"><li>• Detailed knowledge of annual essential service compliance</li><li>• Typing of correspondence, document management and letter writing</li><li>• Security card and access management via Forcefield and Asure ID</li><li>• Fire isolations &amp; de-isolations</li><li>• Screening telephone calls, fielding enquiries and escalating matter where required</li><li>• Ordering of engineering workshop parts</li><li>• End of month reporting</li><li>• Monitor of pulse remote request list</li><li>• Internal tradesperson work order allocations</li><li>• Management of planned maintenance tasks and allocations</li><li>• External contractors scheduling</li><li>• Creation of purchase orders &amp; invoice processing</li><li>• Contracts preparation &amp; execution</li><li>• Asset management</li></ul>

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### Organisational Responsibilities

- Positively promote ERH within and externally to the organisation
- Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
- Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
- Comply with relevant registration bodies mandatory continuing professional development requirements
- Carry out all work and interactions in alignment with the CARE values
- Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position
- Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry standards and relevant regulatory requirements

### CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

<b>Collaboration</b> 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

### Key Relationships

Internal to Department	External to Department
Executive Project Manager	All ERH staff
Facilities Manager	External Contractors
Emergency Management Co-Ordinator	Auditors
Engineering Administration Assistant	
Trades Staff	

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### Selection Criteria

#### Essential Skills:

- Behavioural qualities that reflect ERH Guiding Principles
- Excellent interpersonal and written communication skills
- Analytical and problem-solving skills
- Demonstrated ability to work autonomously and effectively within a team environment
- A high standard of secretarial practices and technological expertise including data entry, spreadsheets and key components of Microsoft Word, Excel, PowerPoint, Publisher and Outlook
- Proven high level of organisational and time management skills in performing multiple tasks and setting priorities
- Strong commitment to confidentiality
- Ability to manage multiple projects and tasks at one time, work independently in a coordinated and proactive manner
- Previous administrative experience and basic accounting skills
- Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time

#### Desirable:

- Previous experience working in a hospital or facilities management setting

### TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File