

## POSITION DESCRIPTION

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<b>Position Title:</b>	Maintenance Fitter
<b>Business Unit/Division:</b>	Engineering & Building Services
<b>Award Agreement:</b>	21-Metal Industry
<b>Classification:</b>	OB33 – OB34
<b>Employment Type:</b>	Full time Permanent
<b>Reports to:</b>	Manager (Operations Manager) Engineering & Building Services
<b>Date Prepared/Updated:</b>	August 2025

**General Role Statement:**

The Maintenance Tradesperson – Maintenance Fitter is responsible for maintaining all aspects of buildings, equipment and machinery in a safe and efficient operational manner within the framework of Northern Health. General handyperson duties is involved (building maintenance) On- call and rotation is required across all Northern Health Campuses.

## ORGANISATIONAL OVERVIEW

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### Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

**Our Vision:**

Creating a healthier future by working together, innovating and delivering great care.

**Our Values:**

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

**Safety, Quality and Clinical Governance at Northern Health**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

## Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

## Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

## ROLE STATEMENT

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The Maintenance Fitter is responsible for all maintenance tasks as listed below

This position is responsible for:

### 1.1 Operational Responsibilities

- Accepts responsibility for performance of maintenance and mechanical duties as directed and carries out planned and corrective maintenance as required.
- Carries out all work according to applicable regulations, codes and standards.
- Maintains accurate documentation according to all regulations and standards applicable.
- Maintains a mechanical maintenance manual and documents all actions taken.
- Operates boiler plant, air conditioning chillers, cooling towers, chemical condition test and log water treatment, air compressors, vacuum plant, HVAC plant, diesel generators, medical gas systems and bottled medical gas, refrigeration plant, domestic hot and cold-water systems, fire panels and associated plant.  
Troubleshooting and first level repairs of Building Automation System/Access controls, Mechanical switchboards, etc.  
Note: Operation of building services equipment involves use of a computerised building automation control systems Siemens, Honeywell and Schneider etc.
- Uses all equipment in a safe and efficient manner and in compliance with all relevant OHS

- policies, procedures and requirements.
- Carries out regular inspections of mechanical infrastructure and equipment for safe operation.
- Is vigilant and observant for faults and defects in plant, machinery, equipment and/or buildings.
- Alerts the Operations Manager and site Team leader for any noted or reported abnormalities in plant, machinery, equipment, and/or building faults in a timely manner.
- Determines the need for, and carries out, repairs to all equipment as required.
- Utilises the engineering CMMS Service Manager (Asset Plus) to identify, track and record work and to enter data as required.
- Maintains an awareness of all relevant technology in use within Northern Health facilities.
- Based at any of our Northern Health campuses, work at all Northern Health sites as per rotation scheduled roster.
- Participates in on call Roster, afternoon and weekend shifts.
- All other duties as required on daily basis

**All employees:****Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

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**Strategic and Project Management Leadership**

- Actively participate in team meetings
- Actively participate in staff development activities
- Other duties commensurate with the position as directed by the Manager or the Team Leaders

**Organisation-Wide Contribution**

- Contribute to quality improvement and sustainability of the organisation by participating in quality activities and ensuring flexibility within the role in order to respond to the changing needs of our customers.

- Follow the guidelines provided in the Code of Conduct for staff of Northern Health

**Diversity and Inclusion**

- Effective demonstration and promotion of health service values, including diversity and inclusion and high standards of ethics integrity.
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## SELECTION CRITERIA

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**Qualifications, Registrations and Qualities****Essential**

- Current trade qualification in Fitting and Turning or Air conditioning Technician (cert III)
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

**Experience**

- Current Trade qualifications Air Conditioning Technician (Cert III). Fitter & Turner, D electrical licence is desirable.
- Demonstrated ability to use hand and power tools.
- Proven ability to diagnose and repair mechanical issues.
- Experience with safe use of a wide variety of machine tools and mechanical equipment.
- Boiler and chiller operation/maintenance experience highly regarded.
- Experience with air conditioning controls and equipment highly regarded.
- Experience with the use of Building Management Systems to diagnose and repair plant and equipment.
- Experience with use of computerised maintenance systems.
- Previous hospital experience is desirable

**Other Attributes**

- Demonstrated effective interpersonal and communication skills.
- Strong team orientation.
- Flexible and team-oriented approach.
- Ability to effectively determine and implement work priorities.
- Ability to deal with challenging situations.
- Ability to work on weekends and After hours as per on call roster requirements.
- High level of physical fitness and good health without any medical restrictions.

**Registration:**

- Construction White Card.
- Current and valid Victorian Drivers Licence.

**Knowledge, Skills and Behaviours**

## Professional / Technical Competencies

- High quality verbal skills.
- Well organised, efficient, reliable, honest and methodical.
- Sound technical knowledge of building services and construction including associated legislation and standards.
- Confidence to make independent decisions but with the judgement to make advice when required.
- Have a proficiency in the use of the following computer programs:
  - Word
  - Excel
  - Outlook
  - Internet Explorer
  - A CMMS programs
  - Building Automation Systems

**Employee Declaration**

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: