

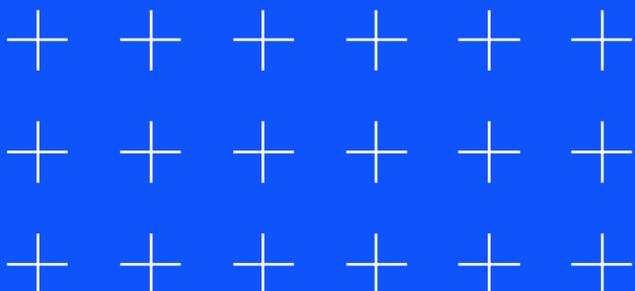
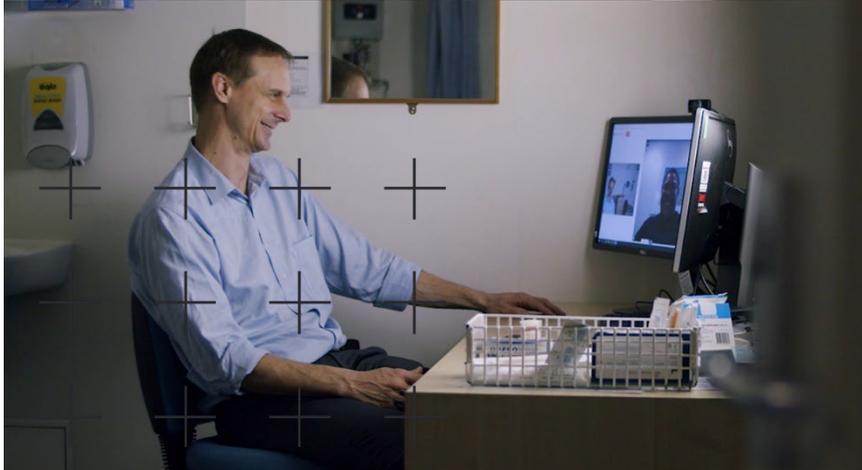


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Mechanical Fitter



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

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.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



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.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

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



KEY ACCOUNTABILITIES

- Maintenance Tasks
 - 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.
 - Engage with Plant Operator trade group to keep oversight of daily maintenance activities, ensuring timely completion of reactive and scheduled tasks.
 - Pick up work tasks through the CAFM system, monitoring task progress, completion, and compliance with KPIs.
 - Ensure maintenance work is completed with minimal disruption to clinical operations.
 - Support the day-to-day operations, ensuring timely response and resolution of maintenance requests.
 - Engage with electrical, plumbing, carpentry and primary maintenance officer teams to deliver high quality services.
 - Support the development and implementation of preventive and corrective maintenance programs to ensure compliance with safety and operational standards.
 - Support the development and maintenance of asset registers, maintenance records, and compliance documentation.
 - Collaborate with clinical and non-clinical departments to address maintenance concerns and optimise facility operations.
 - Participate in emergency response planning and execution for critical building systems. **CAFM System Usage**
 - Monitor and update tasks from the CAFM system for accurate recording, tracking, and reporting of maintenance tasks.
 - Participate in annual discussions.
 - Contribute to organisation-wide and service/division initiatives and planning activities.
 - Ensure training requirements are undertaken and completed.
 - Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
 - Use knowledge of the Building Automation System to be able to operate and control plant equipment throughout the hospital.
 - Participate in the re-call roster for plant operator staff, ensuring adequate coverage for after-hours maintenance issues and emergency situations.
- Customer Service & Stakeholder Engagement**
- Liaise with internal stakeholders, clinical teams, and external contractors to ensure high levels of customer satisfaction.
 - Monitor and respond to customer feedback, implementing improvements to enhance service delivery. **Safety, Compliance & Risk Management**
 - Ensure all maintenance activities comply with Work Health and Safety (WHS) regulations and healthcare-specific safety standards.
 - Identify and escalate safety risks, implementing make-safe and corrective actions as necessary.
 - Engage in and support a proactive safety culture within the Engineering team. **Procurement & Consumables Management**
 - Support the inventory of maintenance consumables, ensuring stock levels meet operational needs without excess. **Reporting & Continuous Improvement**
 - Support monitoring of maintenance performance, KPIs, customer satisfaction, and compliance by keeping task information up to date.
 - Identify process improvements to optimise maintenance operations and resource utilisation.
 - Ensure data integrity within the system, including updates on task status, customer feedback, and compliance metrics.



ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date
