

# Position Description

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| <b>Position Title:</b>            | Handyperson - Euroa                                                                                                                                                                                  |
| <b>Reports to:</b>                | Campus Maintenance Manager                                                                                                                                                                           |
| <b>Department:</b>                | Infrastructure & Assets                                                                                                                                                                              |
| <b>Directorate:</b>               | Infrastructure & Assets                                                                                                                                                                              |
| <b>Cost centre:</b>               | R1024                                                                                                                                                                                                |
| <b>Code &amp; classification:</b> | J&B Trades Assistant Level 1 – 1.1 (OB60 – OB61)                                                                                                                                                     |
| <b>Employment conditions:</b>     | Maintenance (Victorian Public Sector) (Single Interest Employers)<br>Enterprise Agreement 2023 – 2027 and its successors, and GV Health<br>Policies and Procedures (and as varied from time to time) |

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Handyperson is primarily responsible for the maintenance of equipment, buildings, gardens, grounds and general site operations. The role also includes undertaking essential service inspections, audits and maintenance activities to support compliance with legislative and organisational requirements, under the guidance and supervision of GV Health's Campus Maintenance Manager. This position includes providing local orientation for contractors and monitoring contractor activities to ensure compliance with site requirements and organisational procedures.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to the following:**

- Be responsible as the sole on-site operator for carrying out scheduled and unscheduled maintenance, essential service inspections, audits, equipment monitoring, and routine duty activities.
- Undertake general facilities maintenance and asset support activities, including ad hoc repairs, patching and painting, oxygen bottle replacement, vent and vent cover cleaning, equipment servicing coordination, and management of external contractors.
- Ensure all buildings, equipment, plant and surrounding grounds are maintained in a safe, functional and presentable condition.
- Coordinate and support statutory compliance and safety requirements, including routine fire safety inspections, Essential Safety Measures (ESM) maintenance, testing, auditing and monitoring activities.
- Maintain and enhance landscaped areas, including watering, weeding, pruning, fertilising, mulching, pest and disease management, and green waste removal.
- Provide local induction, orientation and job checking for contractors and ensure all contractor activities comply with GV Health requirements and permit processes.

- Review and obtain contractor permit approvals in consultation with the Campus Maintenance Manager.
  - Monitor, generate, prioritise and action work orders within the Computerised Maintenance Management System (Agility) to ensure timely completion.
  - Maintain accurate maintenance, testing, inspection and audit records in accordance with legislative, regulatory and organisational requirements.
  - Deliver a high-quality customer service experience to staff, consumers and visitors, reflecting best practice and organisational values.
  - Support clinical services by providing safe, reliable and effective facilities, systems and maintenance services.
  - Provide after-hours on-call support as required.
  - Travel between GV Health sites as required.
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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Registration(s) Requirements:**

#### **Essential:**

- Ability to deliver quality maintenance services
- Ability to work in a mixed team environment
- Computer literacy satisfactory to enable competency in the job
- From time to time, flexibility of hours and shifts to fit in with the requirements of the job, included planned and unplanned work relating to new projects or emergency maintenance
- Knowledge of workplace health and safety requirements and safe work practices
- Current drivers license

#### **Desirable:**

- Trade or relevant experience as a trade assistant
  - Previous experience of working in a healthcare or age care setting
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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful achievement of:**

- Participate as directed in special projects, auditing and completion of quality improvement and actions plans to ensure achievement of best practice outcomes
  - 100% compliance with training requirements as outlined in the GV Health Education Framework
  - Active participation in the Performance and Development review process
  - 90% completion of work orders on time and on schedule
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## **ALL GV HEALTH STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
  - Develop and maintain collaborative relationships with all other teams and professionals;
  - Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
  - Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
  - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
  - Contribute to organisational quality and safety initiatives;
  - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
  - Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
  - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
  - Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
  - Comply with the principles of patient and family centred care;
  - Not smoke or vape on GV Health premises;
  - Comply with immunisation requirements as per the Victorian Department of Health Victoria;
  - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
  - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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**ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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| Infrastructure & Assets | Handyperson - Euroa        |
|-------------------------|----------------------------|
| <b>Reviewed by:</b>     | Campus Maintenance Manager |
| <b>Issue Date:</b>      | August 2026                |

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

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## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

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## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

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## OUR STRATEGIC PLAN

**The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:**

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

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## FOR MORE INFORMATION

**Application tips:** [Application Tips - GV Health](#)

**GV Health:** <https://www.gvhealth.org.au/about/>

**Child Safety and Wellbeing:** [Child Safety and Wellbeing - GV Health](#)

**Living in Goulburn Valley:** [Goulburn | Regional Living Victoria](#)

**GV Community Connector:** [Community Connector Program for Businesses](#)