



## Position Details

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<b>Position Title</b>	<b>Facilities Technician</b>
<b>Responsible To</b>	Roading & Facilities Manager
<b>Employment Type</b>	Permanent, Full-time
<b>Hours of work</b>	36 hours per week, Monday to Friday
<b>Location</b>	Kawerau

## Position Purpose

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To assist the Group Manager, Operations & Services, and the Roothing & Facilities Manager by supporting all aspects of facilities maintenance at Kawerau District Council in the most cost effective and efficient manner. The main focus is to physically maintain Council assets.

## Council's Vision

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To create a resilient and sustainable Kawerau District that can meet the needs of the future.

## Internal and External Relationships

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### Internal Relationships

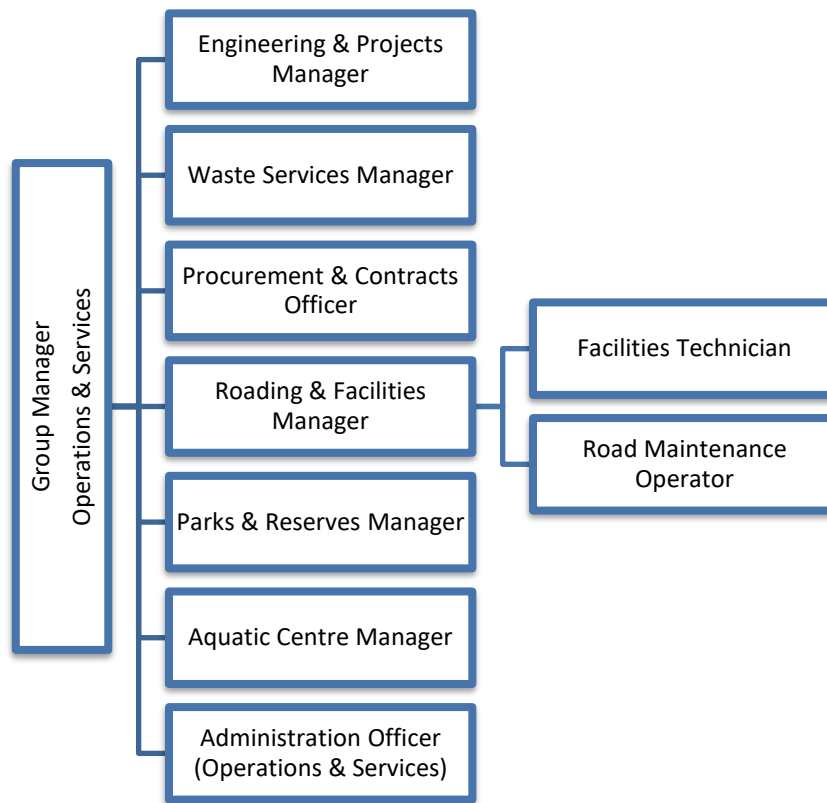
- CEO
- Leadership Team
- Group Manager, Operations & Services
- Roothing & Facilities Manager
- Council Staff
- Elected Members

### External Relationships

- Contractors and Consultants
- Suppliers & Local Retailers
- Residents and Ratepayers
- Other Local Authorities
- Central Government departments

**Kawerau District Council operates a Drug and Alcohol Policy, which includes pre-employment, random, post-accident/incident and reasonable grounds testing.**

# Organisation Structure



## Key Responsibilities

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>MAINTENANCE</b>	
<p>Assist the Rooding &amp; Facilities Manager with the following maintenance actions:</p> <ul style="list-style-type: none"> <li>• Building/Infrastructure Maintenance               <ul style="list-style-type: none"> <li>○ Conducting regular inspections and maintenance work of KDC buildings and other assets.</li> <li>○ Report to the Rooding &amp; Facilities Manager if any service is required for any assets at KDC.</li> <li>○ Complete assigned service requests and maintain a high level of performance.</li> <li>○ General carpentry and masonry.</li> <li>○ General painting.</li> <li>○ Minor plumbing.</li> <li>○ Minor electrical replacements.</li> <li>○ General welding.</li> <li>○ Minor repairs to buildings and equipment.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Council assets to an acceptable standard to ensure that all KPI's are met.</li> <li>• A high standard of customer service is achieved.</li> <li>• All services are provided within budget.</li> <li>• All legislation and by-laws are complied with.</li> <li>• Service requests are completed within appropriate time frames.</li> </ul>

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<ul style="list-style-type: none"> <li>○ Repair, erect and maintain fences and playground equipment; and carry out playground inspections.</li> <li>● Road Maintenance <ul style="list-style-type: none"> <li>○ Carry out road and footpath inspections and minor repairs such as potholes, footpaths, and street gutter cleaning.</li> <li>○ Carry out streetlight inspections.</li> <li>○ Provide support to TTM works as a TTM worker, TMO, or STMS.</li> <li>○ Cleaning streets, road signs and street name boards.</li> </ul> </li> </ul>	
<b>PROJECT MANAGEMENT / ORGANISATIONAL SUPPORT</b>	
<ul style="list-style-type: none"> <li>● Manage and complete small engineering projects or any other assigned project.</li> <li>● Assist other departments/teams as and when needed, as requested through the Roading &amp; Facilities Manager.</li> </ul>	<ul style="list-style-type: none"> <li>● Projects are completed on time, within budget, and meet specifications.</li> <li>● Assistance to other departments/teams is provided willingly, competently, and in the timeframes it is needed.</li> </ul>
<b>CUSTOMER SERVICE &amp; RELATIONSHIP MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>● Provide effective customer service.</li> <li>● Effective relationships are developed and maintained with internal and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>● The importance of establishing and maintaining excellent working relationships is understood and valued.</li> <li>● Internal customers (KDC Staff) are shown courtesy during interactions.</li> <li>● The Public is dealt with in a courteous manner.</li> <li>● There is a high level of satisfaction from user groups and the Public, and any concerns are addressed promptly.</li> <li>● Liaison with all customers is undertaken in such a way as to promote the desired service image.</li> </ul>
<b>HEALTH &amp; SAFETY</b>	
<ul style="list-style-type: none"> <li>● Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions.</li> <li>● Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy.</li> <li>● Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care).</li> </ul>	<ul style="list-style-type: none"> <li>● Hazards are identified and control measures followed.</li> <li>● Work-related accidents, incidents and illnesses are reported.</li> <li>● Emergency procedures are followed.</li> <li>● Safe work practices are demonstrated.</li> </ul>

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>GENERAL</b>	
<ul style="list-style-type: none"> <li>• Participate in the organisation's Personal Performance and Development Programme (PPD).</li> <li>• Participate in the organisation's business improvement programme.</li> <li>• Participate in Council's Civil Defence response teams.</li> <li>• Carry out any other relevant duties as reasonably required.</li> </ul>	<ul style="list-style-type: none"> <li>• Unbiased and empowering PPDs completed with supervisor and reporting staff.</li> <li>• Consistent attendance at and participation in Team meetings.</li> <li>• Participation in emergency drills and incidents as required.</li> <li>• Participate in Civil Defence training and events.</li> <li>• Willingly accept tasks assigned and meet agreed deadlines.</li> </ul>

## Person Specification

### Technical / Professional Qualifications / Experience

- 5+ years' experience in as many as possible of the following trades: building, carpentry, masonry and concreting, paving, painting, welding and light steel fabrication.
- Any qualification in the trades or similar fields will be an advantage but not required.
- Forklift and loader licenses or the ability to obtain required licenses.
- A Full Class 1 driver's license and ideally a Class 4 Truck license.

### Knowledge / Skills / Attributes

- A team player, with the ability to work professionally with all KDC Staff.
- Ability to perform a wide variety of labour intensive tasks.
- Ability to project manage small engineering projects.
- Understanding of the management and operations of local government.
- Sound knowledge of, or the ability to learn and understand, Health and Safety regulations and other legal requirements in the work area.
- The ability to implement new and innovative ideas to achieve the level and type of service required.
- A business-like approach to the cost of services provided.
- Highly self-motivated.
- Commitment to providing quality customer service.
- Able to work on their own and/or with minimum supervision.
- Well organised with the ability to manage time effectively.