

Position Description

Maintenance Person

Mission

We walk with people across the generations to create together places to live, learn, and thrive. We call out injustice and advocate for positive social change.

POSITION PURPOSE AND PRIMARY OBJECTIVES

Purpose

The purpose of this position is to carry out repairs and maintenance and to ensure the facilities and environments provide a safe and attractive space for residents, staff, and visitors.

Primary Objectives

- To carry out repairs and maintenance to ensure the facilities, environment and equipment are maintained and in a good and safe condition. This includes the retirement village and/or cottages if applicable.
- To work as part of a team and to promote good health and safety practices within the facilities.

Accountability

Expected Outcomes / Key Performance Indicators

Repairs and Maintenance

- Respond promptly to repairs and maintenance requests.
- Undertake Building WOF checks as required.
- Undertake routine inspections of buildings, equipment and grounds, identifying and addressing any maintenance concerns.
- Carry out preventative maintenance programmes to minimise equipment failures and service interruptions.
- Ensure minor repairs (within skillset), including light fittings, are completed promptly.
- Emergency cleaning or repairs dealt with promptly.
- Liaise with contractors for repairs and maintenance as required, including obtaining

	quotes and monitoring contractor performance to ensure the work is completed to agreed standards. • Undertake refurbishment and improvement projects including repainting rooms and other areas of the facility when necessary. • Assist with room set-ups and furniture moves as required. • Seasonal and cyclical checks completed on buildings and facilities such as spouting and air conditioning filters. • Assist with room redecoration for residents as required. • Ensure that the buildings and facilities are maintained to a high standard.
Outside Environments	• Ensure the facility and grounds are well maintained in a safe, clean, tidy and well-presented condition at all times. Any security issues are reported, and risks mitigated. • Emergency spills and environment cleaning are dealt with promptly. • Maintain pathways, car parks, fences, outdoor furniture and garden structures.
Maintain Equipment and Other Assets	• Undertake maintenance as required, according to the maintenance schedule or as directed. • Maintain storage areas, workshops, and maintenance equipment in a clean, organised and safe manner. • Ensure all plants and equipment are in good working order. • Monitor and maintain water temperature checks. • Undertake quarterly health & safety checks on vehicles and respond to any concerns identified. • Carry out Annual Tag and Test of Portable appliances on site (Training to be provided if required). • Undertake routine cleaning, ash removal, operational monitoring and basic troubleshooting of the facility's boiler system to ensure safe, efficient and reliable performance (for facilities with boilers).
Foster Health and Safety in the Workplace	• Ensure Contractors have completed all relevant Health and Safety paperwork, including an induction form prior to working on site. • Ensure any health and safety issues with the buildings are attended to in a prompt manner to maintain a safe environment for residents, staff, and visitors. • Ensure waste and recycling areas are well maintained and compliant with health & safety

	and infection prevention and control requirements.
Professional Development	Undertake any required training to carry out duties.
Expectations of all PSO Kaimahi	
Communications / Interpersonal relationships	- Develop and maintain positive and collegial relationships. - Communicate verbally and in writing, at a high standard, using language and approach that is relevant and appropriate to the audience.
Performance development and learning	- Engage proactively with the personal development and review process. - Establish personal and professional development goals and objectives. - Take responsibility for your own ongoing education and skills required in your role.
Continuous improvement	Make recommendations for improvement to services, work practices and / or workflow.
Health and Safety <i>PSO is committed to achieving the highest level of health and safety for its kaimahi and everyone has health and safety responsibilities.</i>	- Actively support and comply with H&S policy and procedures. - Identify, report and where appropriate resolve issues that may cause harm to yourself or others in the organisation. - Contribute to a safe workplace by raising concerns early with your colleagues, thanking those that raise concerns with you and speaking up when you notice something that might lead to abuse or neglect of those in our care. - Work safely and actively participate in health and safety programmes in your work area. - Report all accidents or potential hazards to your direct line manager.
Te Tiriti O Waitangi / The Treaty of Waitangi <i>PSO is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i>	Give effect to the articles as well as the principles of Te Tiriti o Waitangi / the Treaty of Waitangi – Partnership, Participation and Protection.
Relationships	
Reports to: Enliven Manager	Direct Reports: None
Internal Relationships: Enliven staff PSO Strategic Property Manager Other PSO maintenance persons and PSO staff Retirement village and cottage occupants (if applicable)	External Relationships: Contractors

Person Specifications

Qualifications/Skills

- Engineering/building skills
- Current driver's license
- NZ trades certification or relevant qualification (not essential)

Experience/ Knowledge

- Practical hands-on experience in carrying out a wide variety of repairs
- General experience in building maintenance

Personal Qualities

- Positive attitude, good communication skills
- Ability to liaise with external contractors and work unsupervised
- Works well in a team, good time management skills
- Good organisational skills to liaise with contractors and suppliers

Physical Requirements

This role may involve standing, walking, bending, sitting, climbing stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing, balancing, crouching, squatting and other reaching.

Working Together

Our Work

- We are person centred in our organisation.
- We strive always to do better, to work hard and to the best of our ability.
- Each person knows they make a difference and they feel valued because of this.

Our Organisation

- We are committed to delivering on the organisation direction and values.
- We are responsible and accountable for our actions and behaviours.
- We are committed to positive, proactive leadership.
- Each person is empowered to succeed, with the orientation and ongoing support needed.
- Expectations are communicated clearly and understood by each team member, through team meetings, regular and timely feedback, and annual appraisals.

Our Team

- We share and learn from each other; are open and honest, support and cooperate with each other, and do the right thing at the right time.
- We hold each other accountable by giving and receiving constructive feedback.
- Our relationships are based on mutual respect, by treating each other as we wish to be treated. We are courteous and responsive.
- We affirm each person as a valued member of the team by giving each other positive reinforcement.

Values

Founded in our Christian faith we act with the values of integrity, respect, courage, manaaki and aroha.

