

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 and environments are maintained in a good and safe condition.
- 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 & Maintenance

- Undertake repairs & maintenance as necessary or as identified in a timely manner.
- Undertake Building WOF checks as required.
- Minor repairs (within skillset) including light fittings are made promptly.
- Emergency cleaning or repairs dealt with promptly
- Liaising with contractors for repairs and maintenance as required.
- Refurbishment including repainting of rooms when necessary.

	<ul style="list-style-type: none"> Seasonal and cyclical checks completed on buildings and facilities such as spouting and air conditioning filters. Assisting with room re-decoration as required. Overall, the buildings and facility are maintained to a high standard.
Outside Environments	<ul style="list-style-type: none"> External areas are kept clean, tidy, and free from rubbish. Any security issues are reported, and risks mitigated. Emergency cleaning dealt with promptly.
Maintain equipment and other assets	<ul style="list-style-type: none"> Undertake maintenance as required, according to the maintenance schedule or as directed. Ensure all plant and equipment is in good working order Carry out Annual Tag and Test of Portable appliances on site. (Training to be provided if required)
Foster health and safety in the workplace	<ul style="list-style-type: none"> 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
Professional Development	<ul style="list-style-type: none"> Undertake any required training to carry out duties
Expectations of all PSO Employees	
Communications / Interpersonal relationships	<ul style="list-style-type: none"> Positive and collegial relationships are developed and maintained. Verbal and written communication is at a high standard, relevant and appropriate to the audience.
Performance development and learning	<ul style="list-style-type: none"> Active engagement with personal development review process. Personal and professional development goals and objectives are established. Be responsible for own ongoing education and skills required in designated role.
Continuous improvement	<ul style="list-style-type: none"> 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 staff and everyone has health and safety responsibilities.</i>	<ul style="list-style-type: none"> • All employees are expected to identify, report and where appropriate resolve issues that may cause harm to themselves or others in the organisation. • You are expected to work safely and to actively participate in health and safety programmes in your work area. • All accidents or potential hazards must be reported 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>	<ul style="list-style-type: none"> • As an employee you are required to 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: Facility Manager	Direct Reports: none
Internal Relationships: Facility staff PSO Property Manager Other PSO maintenance persons and PSO staff	External Relationships: Contractors

Person Specifications

Work 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 on-going 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 should 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.

