

# **CENTRAL OTAGO DISTRICT COUNCIL**

## **JOB DESCRIPTION**

<b>POSITION</b>	:	<b>Maintenance Officer</b>
<b>REPORTS TO</b>	:	Property and Facilities Officer
<b>LOCATION</b>	:	Alexandra

## **PRIMARY OBJECTIVE**

To assist in the management of the Council's property holdings in accordance with the Council's policies.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. To undertake day-to-day property maintenance as allocated for unplanned maintenance.
2. To undertake or manage cyclical maintenance as allocated for Council buildings and property.

## **KEY RESULT AREAS**

Key result areas are included to monitor performance. The duties of the position are being carried out to a satisfactory standard when:

1. Allocated property maintenance work is undertaken to a tradesperson like standard within reasonable timeframes.
2. Property maintenance and building contract matters are handled promptly.
3. The maintenance vehicle and workshop are clean, tidy and organised.
4. Accepted health and safety practices are met.

## **DELEGATIONS**

Makes decisions within the authority delegated by the Chief Executive Officer.

## **RELATIONSHIPS**

### **External**

Public  
Chief Executive Officer  
Contractors

### **Internal**

Buildings Management Officer  
Property and Facilities Manager  
Property and Facilities Officer – Vincent/Teviot  
Property and Facilities Officer – Cromwell  
Property Officer  
Customer Services Officers – Cromwell/Alexandra/Roxburgh  
Council Staff

<b>PERSONAL QUALITIES AND QUALIFICATIONS</b>
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**Experience/Knowledge**

- Experience in building maintenance essential.
- Understand Health and Safety requirements.

**Qualifications**

- Building or related trade desirable, or experience in building maintenance or similar works.

**Personal Qualities**

- Self confident and creative
- Able to work as part of a team and be flexible.
- Also able to work unsupervised.
- A well presented professional image
- Ability to work with a minimum of supervision
- Must be adaptable and able to cope with a variety of situations
- Ability to promote the desired image of the Central Otago District Council through good public relations



**OUR WAY**

**COURAGE TO BE THE  
BEST IN EVERY WAY  
EVERY DAY**

**What we mean**

**COURAGE** is demonstrated strength, commitment and desire by you and the team

**BEST** is better than good, the best you and we can be; effective, efficient and responsible

**EVERY WAY** is everything you and we do, say and deliver

**EVERY DAY** is all of the time, on the good days and through the tougher times



**OUR WAY IS**  
Epic Customer Experience  
Clear Expectations of the Individual  
Amazing Organisational Performance  
Clear Sense of One Team and a Shared Purpose