

Property Management Officer



Do you have experience in building maintenance?

This permanent part-time position of 20 hours per week, involves assisting with the maintenance of Council's buildings and land. The work is mainly undertaking maintenance work on Council properties, such as Council offices, community halls, pavilions, elderly person housing and Council grounds.

Ideally, the person will have a general understanding of basic building structure, building materials and general maintenance skills. Some background in carpentry, plumbing or electrical would be ideal. Personal attributes including good communication skills to liaise with Council staff and building users would be preferred.

This position would suit a tradesperson wanting only part time work or a person with strong DIY skills.

General computer literacy skills with Microsoft office packages is also required.

If you have the appropriate experience, we welcome your interest.

A copy of the job description may be obtained via Council's website www.codc.govt.nz/vacancies.

All applications should include a cover letter, CV and address the key selection criteria. Make sure your cover letter is specific about your experience and what you are looking for now.

Applications should be addressed to the Executive Manager, People and Culture, Central Otago District Council, PO Box 122, Alexandra 9340 or sent via email to people@codc.govt.nz.

Applications close Wednesday, 11 September 2019 at 5pm.