

## Maintenance and Renovation Technician

To undertake the effective and efficient maintenance of Council property.



**ORGANISATION**  
**NGĀ POU | OUR VALUES**

 **Manaakitanga**  
POU 1. The customer is at the centre of everything we do.

 **Rangatiratanga**  
POU 2. We aspire to the highest standards.

 **Whakapono**  
POU 3. We strive to be trusting and trustworthy.

 **Whanaungatanga**  
POU 4. We act with courage, respect, kindness and empathy.

 **Kotahitanga**  
POU 5. We embrace diversity and strive to be inclusive.

 **Aroha**  
POU 6. We believe in and encourage each other.

 **RANGITIKEI**  
DISTRICT COUNCIL

**He oranga Whenua,  
He oranga Tangata,  
He oranga Wairua.  
Tihei Mauriora!**

**If our Land is cared for,  
if People are looked after,  
if the Spirit is strong,  
we can build a  
better future for all.  
Let there be life!**

*Making this place home*

### Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Maintenance and Renovation Technician – that’s your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it’s about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We’re crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

## What you will do

- Develop, implement and prioritise planned and preventative maintenance schedules to ensure the needs of Council and the community are met
- Inspect all designated buildings on a regular basis to identify opportunities for improvement
- Undertake construction, routine maintenance, repairs, unplanned remedial repairs and general upkeep of Council Property
- Undertake and coordinate renovation projects to ensure Council facilities are fit for purpose
- Schedule and prioritise service requests within agreed timeframes
- Assist with the procurement and management of contractors in accordance with agreed policies and procedures
- Establish and maintain close working relationships with internal and external stakeholders, ensuring relationships with key stakeholders are professional, positive and constructive
- Work collaboratively, liaise and assist other professionals that are involved in construction projects such as carpenters, painters and/or other tradespeople
- Complete post inspections for completed works and check works in progress to ensure all work is carried out to the required quality
- Ensure identified hazards are eliminated where possible
- Responsible for the safety and maintenance of all tools, equipment and accompanying safety equipment and maintaining an inventory of such

## Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day
- Keep yourself and others safe
- Adhere to all Council Health & Safety policies, procedures and guidelines

## What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities if required

## Our customer commitment

We strive to deliver excellent customer service by:

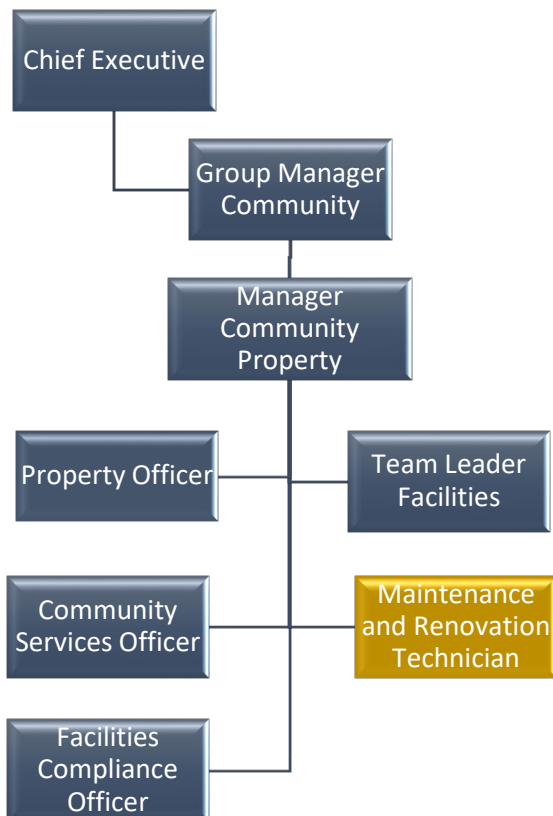
- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

## We will:

- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do

## What you will bring

- Minimum 5 years trade experience in property renovation and maintenance
- Strong analytical and problem solving skills
- Strong time management skills
- Effective administrative skills
- Ability to work effectively and efficiently and to set and meet appropriate standards and deadlines



- A strong team player with proven ability to work well with and interact successfully with other people
- Ability and willingness to learn and adapt in a continuously changing environment
- Thorough understanding and advocacy for the principles of customer first