

SCHEDULE ONE

POSITION TITLE: Property Maintenance Officer

RESPONSIBLE TO: Operations Manager/ Kaiwhakahaere Rauemi

KEY RELATIONSHIPS/HONOKA MATUA:

- Warden/Tautiaki
- College senior management
- Welfare team members
- College residents
- University of Otago staff
- External/key contractors

SELWYN COLLEGE VALUES/TE MARU PŪMANAWA TIKAKA

Selwyn College/ Te Maru Pūmanawa is a not-for profit residential college on the northern border of the University of Otago campus. The Board of Governors state the fundamental object of Selwyn as “*an inclusive academic residential community, founded on the principle of mutual care, valuing and promoting the physical, mental and spiritual wellbeing of all of its members*”.

Key values are:

- *Community* – Selwyn is an inclusive community which demonstrates mutual care;
- *Education* – Selwyn provides an environment conducive to academic excellence and broad education;
- *Hauora/Wellbeing* - Selwyn develops the whole person, spiritually, mentally and physically.

POSITION PURPOSE/TE MAHI

To support with and implement compliance, repairs and maintenance and care of college buildings and facilities, grounds, furnishings/fittings, equipment, all to the highest standards and within budget guidelines.

Prime Functions include:

- Supporting the Operations Manager in planning and coordination of all programmed and reactive repairs and maintenance.
- Supporting the Operations Manager with strategic and operational planning; efficient and well-planned capital works and asset management.
- Supporting the Operations Manager with property related Health and Safety including fire and other compliance, building warrant of fitness, related risk management and safe use of equipment.
- Maintenance and care of buildings, furnishings/fittings, equipment, and grounds to required standards and as per established processes.
- Responsibility for workshop inventory, equipment and overall tidiness.
- Undertake other duties as directed by the Operations Manager or College management.

ACCOUNTABILITIES/KĀ HAEPAPA

Key tasks include, though are not limited to, the following:

General Maintenance

- To be conversant with the heating, fire, electrical and other such systems, and associated plant in all buildings managed by Selwyn College.
- Carry out regular checks of all buildings and grounds managed by Selwyn College to ensure they are operational, in good order and meet legislative requirements.
- Oversee and carry out where appropriate, all building repairs, maintenance, and related emergencies.
- Assist with managing the use of external contractors where appropriate to maintain all electrical, plumbing, heating, security, ITS systems, and the like.
- Maintain workshop orderliness; and conduct equipment checks and repairs as required.
- Coordinate the annual 'summer maintenance programme' (outside the academic/residential year).

Health & Safety

- Support the Operations Manager to ensure all buildings, fixtures/fittings, equipment, and grounds meet health & safety requirements.
- Ensure all necessary safety precautions are taken and relevant safety regulations are met, be it for general in-house maintenance or the use of tradespersons.
- Minimise the risk of misuse/abuse of property by residents; and report any such identified activity.
- Oversee trades and contractors carrying out work on college premises, ensuring inductions are completed and necessary workplace H&S practice and procedures are proactively managed.
- In conjunction with other senior staff, assist with the development, implementation and review of college workplace safety policies and procedures.

Planning / Administration

Support the Operations Manager with:

- Developing processes and procedures that ensure the college capital planning and maintenance programme generates constant improvements.
- Preparing annual property operational and capital expenditure budgets.
- Planning and coordination of any property related projects or capital works as needed.
- Ensuring any resident caused damage is reported and charged accordingly.
- Administering the asset management system, including the recording of asset purchases, disposal, and planned replacement programme.

Other

- To be aware of Selwyn College policy and processes in regard to property management, disposal of assets, health and safety and all other relevant policies.
- Contribute to sustainability initiatives and target energy savings across all buildings.
- Maintain a public image and level of professionalism which is always compatible with the highest standards whilst on the premises.

- Ensure the college premises are maintained to a high quality and is presented as such.
- Be willing to assist with out-of-hours management of emergency response, repairs and maintenance, when necessary.
- Any other duties, which may be related to and consistent with this position description, as directed by the College management.

EXPECTED OUTCOMES/KĀ TUKUKA IHO

Expected outcomes of the position are being achieved when:

- All buildings, fixtures and fittings are operational, compliant, and maintained to the highest standard.
- Repairs and maintenance are completed in a timely manner, with reactive/emergency matters resolved swiftly.
- All external contractors working on Selwyn buildings and grounds are supervised appropriately and are made aware of Selwyn College's protocols and procedures.
- All property related equipment owned by the college and used in the repair and maintenance of college facilities, meets Health and Safety requirements; and all other H&S processes are consistently followed, improved upon and documentation completed as necessary.
- An accurate and up to date buildings operation and maintenance schedule is maintained; and an annual maintenance plan is in place.

SON SPECIFICATION/TOHU TĀKATA

Required experience and competencies:

Experience/Knowledge/Wheako/Mātauraka

- Relevant trade qualifications.
- Proven track record in a maintenance role and/or the building and trades sector.
- Experience with the implementation and/or coordination of Health & Safety systems.
- Familiarity with the implementation and/or coordination of capital works and property-related project planning.

Skills/Pūkeka

- Excellent communication and interpersonal skills; and the ability to work independently and with a diverse group of people.
- Hold a trade qualification and/or demonstrable experience in property repairs and maintenance.
- Computer literacy (e.g., Microsoft Outlook, Word, Excel, database systems).
- Competent time management and task prioritisation skills.
- Ability to handle reactive work in addition to routine and planned maintenance.
- Ability to proactively coordinate the maintenance programme and any property-related projects, as agreed.

Attributes/Āhuataka

- Full, clean drivers licence.
- Be prepared to be police vetted.
- Self-motivated and well organised.
- Good physical fitness.
- Have and understanding or familiarity with working in a residential college or youth environment.

PARTICULARS:

Position type	Permanent
Hours	40 hours per week. To be undertaken between Monday to Friday, hours negotiated with the Operations Manager.
Qualification(s)	Relevant trade qualifications.
Salary	Range between \$70,000 - \$75,000 per annum.
Annual Leave	Entitled to 5 weeks per annum.
Parking	An onsite car park is provided.
Catering	Lunch is provided (during the residential semester and during work hours).
Phone	Dual Sim mobile phone provided.
Dress	College crested polo shirts(x4) plus a winter-type jacket provided.