



POSITION DESCRIPTION

Property Maintenance Officer

POSITION TITLE: Property Maintenance Officer

RESPONSIBLE TO: Warden (or delegated authority)

SELWYN COLLEGE VALUES:

Selwyn College 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
- *Wellbeing* - Selwyn develops the whole person, spiritually, mentally and physically

PRIME FUNCTION:

To undertake the maintenance requirements of Selwyn College in an effective, efficient, and timely manner so as to ensure the interior and exterior of the College is maintained to a high standard.

Prime Functions include:

- 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 Warden or delegated authority.

FUNCTIONAL RELATIONSHIPS:

Internal: Warden
Operations Manager
Heads of Department
Other College staff
Welfare team and residents

External: Staff of other residential colleges
Trades and sub-contractors
Emergency Services

KEY RESPONSIBILITIES:

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.
- Assist with carrying out regular checks of all buildings and grounds managed by Selwyn College to ensure they are operational, in good order and meet legislative requirements.
- 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.



POSITION DESCRIPTION

Property Maintenance Officer

SELWYN COLLEGE

- Be part of the process of dealing with any and building and/or repair emergencies; and as needed, arranging assistance of contractors.

Health & Safety

- Assist the Warden and/or 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.

Planning / Administration

- Assist the Warden and/or Operations Manager to develop processes and procedures that ensure the College maintenance programme generates constant improvements.
- Assist the Warden and/or Operations Manager with the planning and coordination of any property related projects or capital works as needed.

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.
- 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 repairs and maintenance where necessary.
- Any other duties, which may be related to and consistent with the above job description, as directed by the Warden or delegated authority.

KEY RESULT AREAS:

Expected outcomes of the position are being achieved when:

- All buildings, fixtures and fittings are operational and maintained to a high standard.
- All external contractors working on Selwyn buildings and grounds are supervised appropriately and are made aware of Selwyn College's protocols and procedures.
- All College owned equipment used in the maintenance of Selwyn College meets Health and Safety requirements; and all other H&S processes are followed, 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.

PERSON SPECIFICATION

Required experience and competencies:

Experience/Knowledge

- Relevant trade qualifications.
- Proven track record in the building/trades sector.
- Experience with the implementation and/or coordination of Health & Safety systems.



POSITION DESCRIPTION

Property Maintenance Officer

Skills

- Excellent communication and interpersonal skills; and the ability to work independently and with a diverse group of people.
- 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/planned maintenance programme.

Attributes

- Full, clean drivers licence.
- Self-motivated and well organised.
- Good physical fitness.
- Understanding of the needs of those undertaking tertiary study; including ability to maintain professional standards of behaviour at all times.

PARTICULARS:

Position type	0.5 FTE – Permanent
Hours	20 hours per week. To be undertaken between 8.30am – 5.00pm, Monday to Friday, negotiated with the Warden (or delegated authority). An opportunity may exist for the number of hours to be increased between Nov-Feb over the period of the summer maintenance programme, if agreed.
Qualification(s)	Relevant trade qualifications.
Salary	Range between \$55,000 - \$65,000 per annum (pro rata).
Annual Leave	Entitled to 5 weeks per annum (pro rata).
Parking	An onsite car park is provided.
Catering	Lunch is provided (during the residential semester).
Dress	College crested polo shirts(x2) plus a winter-type jacket will be provided.

POSITION DESCRIPTION

Property Maintenance Officer



SELWYN COLLEGE

INDIVIDUAL SPECIFIC ACCOUNTABILITIES:

1. Personal

Behaviour and Role

- Adhere to organisational values, policies and guidelines, and consistently role-model these in behaviour;
- Translate the College's values into professional practices, decision making and actions;
- Individually accountable for ensuring the tasks and responsibilities of the position are understood; and for the quality of individual work, performance and behaviour;
- Proactively contribute to the College in achieving relevant planned objectives.

Personal and Professional Development

- Recognise and embrace opportunities to learn, develop, improve and increase effectiveness;
- Raising recognised individual skills or knowledge gaps or other inefficiencies in role, with Manager;
- Contribute to individual performance objectives and plans, and monitor performance against those expectations, seeking regular feedback from manager in doing so;
- Fulfil mandatory/professional competency requirements, and activities identified in performance development plan.

Health and Safety

- Act and work in a manner compliant with current health and safety at work legislation and College policies;
- Role model safe behaviour and practices, contribute to 'zero preventable harm' and a safe work environment, including raising workplace health and safety concerns for self, students, visitor's and other staff.

Sustainability

- Act in a manner consistent with the College's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

Reputation

- Represent the interests of the College and University of Otago and champion all that is great about working here.

Student Experiences and Outstanding Campus Environment

- Act in a manner which contributes to outstanding student experiences and a professional, collegial workplace.

2. People

Engage Stakeholders

- Manage key relationships with staff, students, visitors, contractors and other community members associated with the College;
- Be responsive to stakeholders and customers resolving any issues or requests in an appropriate manner;



POSITION DESCRIPTION

Property Maintenance Officer

SELWYN COLLEGE

- Communicate effectively – update stakeholders on progress and maintain strong phone, email, personal or other communication with them;
- Customer care - take the time to understand stakeholder needs and requirements and work hard to meet them.

Business Planning and Alignment

- Have a clear plan of individual work responsibilities and delivery expectations for the next period (i.e. annual or business cycle);
- Seek to understand how individual tasks and role contributes to the success of the greater team.

3. Service Delivery

Operational Planning and Execution

- Accountable for resources, budgets or assets as delegated to position by the Warden;
- Proactively contribute to collaborative decision making and facilitating a professional working environment.

Risk Management

- Identify, report and where possible, rectify, workplace health and safety concerns within work area, alerting other relevant parties to those in their workplace;
- Manage compliance and risk within area of responsibility, fulfilling any mandatory/professional auditing and/ or competency requirements as requested.

Continuous Improvement

- Strive to ensure client satisfaction, proactively monitoring satisfaction levels and welcoming feedback as an opportunity to address deficits and lift performance, work and behaviour;
- Seek opportunities to improve business processes within the College in conjunction with senior staff.

SIGNED: _____

DATE: _____