



Position Description

Position Title: Facilities Operations Officer

Tenure/Hours: Permanent Full Time
40 hours per week, Monday to Friday
On call for emergency operations

Position Summary: This role works closely with the Facilities Team to support all activities including land, buildings, parks, reserves, playgrounds, pensioner housing, public conveniences, campgrounds, swimming pools and cemeteries. The role includes managing facilities operational projects, Asset Data management and providing support to the Facilities Manager.



DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

We thrive together.
Vibrant, connected communities where our land and
waters are nurtured and our people flourish.

What you will do

- Support the Facilities Team by analysing internal and external customer requests, implement solutions by applying appropriate processes for responses.
- Evaluate, resolve and monitor reactive maintenance request including delegation to appropriate officers for specialist response.
- Liaise and consult with key stakeholders and council staff to drive operational efficiencies
- Manage and maintain respectful relationships with suppliers and contractors to ensure services are maintained to appropriate levels and at industry best practises for asset management. Maintain contractor database
- Gather and analyse asset data to develop a preventive maintenance and renewals program for all Community & Recreation Facilities.
- Contribute to the development and review of Council owned land including issued leases/licences to community/sports groups, grazing/horticultural leases, and other leases/licences.
- Design plans for asset renewals or assessment and coordinate the delivery of approved plans including developing project briefs, monitoring progress and budgets.
- Manage facility and service agreement audits, providing direction in alignment with business needs and priorities.
- Develop monitoring system to ensure project work is completed in a timely and efficient manner, on time and within budgets.
- Contribute to administration of Facility activities, ensuring successful delivery of administration duties.
- Analyse and interpret asset data to meet outcomes outlined in Facilities Activity/Asset Management
- Plan, team reports and participate in the Long Term and Annual Plan process.
- Foster a culture of innovation, collaboration, and continuous improvement.
- Maintain a high level of understanding of Council's role and functions, and keep up to date with current Council events, priorities and community projects

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Excellent interpersonal skills.
- Strong time management skills and ability to manage a high workload.
- High level of communication and relationship management skills.
- Problem solving skills.
- Financial and budget management skills.
- Strong customer service orientation.
- Understanding of community facility administration management.
- You should be competent with office procedures and computer software programs.
- A valid NZ Driver's License.
- Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Local authority experience or understanding of local government context and environment.
- Experience or knowledge in open space, sport and/or recreation activities.
- Understanding of asset management, at operational level.
- Understanding of project management principles and processes.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori.
- Act as an ambassador for our Council, living the council values.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training.
- Ensure all Council documents are filed in Council's Records Management System.
- Participate and contribute to continuous improvement initiatives.
- Maintain a high level of understanding of Council's role and functions, and keep up to date with current Council events, priorities and community projects.

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	0
Financial delegation	\$5,000
Contract delegation	0
Statutory delegation	None

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

Approved: (Manager/Supervisor)

Date:

Agreed: (Staff Member)

Date: