

Your Position

Your job	Serviceperson (Maintenance) Kaituku Ratonga (Tautiaki)
Your group	Infrastructure
Your team	Parks
Your manager	Team Leader Maintenance
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Parks team is a high performing, multifunctional team responsible for a wide range of business outputs. We provide outdoor sport, recreation and play opportunities, protect and enhance our natural environment and work in partnership with our sporting, recreation and environmental communities.

Your purpose

The Serviceperson (Maintenance) role is to:

- Work alongside Team Leader Maintenance with routine maintenance, cleaning and remedial work to maintain council open spaces outdoor assets.
- Assist with the delivery of the programmed maintenance schedule city wide, this includes painting, asset repairs, asset replacement and general maintenance.
- Update the internal GIS layer for open spaces outdoor assets.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Members of the public and community organisations• Contractors and suppliers• Resident Associations
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none">• Carry out general maintenance and minor carpentry work including new installations as well as remedial repairs to council outdoor assets• Assist with remedial work on all council playgrounds to make our playgrounds safe for all to use• Carry out painting and vegetation control work as per maintenance schedules• Undertake maintenance and cleaning on our outdoor & open spaces assets citywide including rubbish removal• Carry out deliveries to internal and external customers• Perform other maintenance and cleaning duties as required• Update GIS on our outdoor assets• Ensure work is completed to a high standard• Provide friendly, positive and professional customer service excellence at all times• Actively participate in relevant training and development for your personal and professional development

	<ul style="list-style-type: none"> • Undertake special projects and tasks as requested by the Manager City Services or Manager Maintenance & Litter Services. • Take responsibility for your work environment, identify hazards, and risks and ensure they are addressed • To care for and maintain to a high standard all mechanical plant equipment under the persons control
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive
Corporate Responsibilities	<ul style="list-style-type: none"> • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event • Build commitment of our vision, strategic directions, values and services

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Experience in carrying out general labouring work • Ability to work both unsupervised and within a team • Ability to use initiative in identifying unplanned work • Hold a current class 1 drivers' licence • Familiar with relevant Health & Safety practices • Able to meet physical demands of the role • Work well to schedule maintenance schedules and cycles • Experience with dealing with customers • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
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Last updated August 2024



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.