

Your Position

Your job	Team Leader Maintenance Kaihautū Tira Tiaki
Your group	Infrastructure
Your team	Parks
Your manager	Manager Maintenance & Litter, Charmaine Berkland
Your base	Council premises within 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 looks after Porirua's natural landscapes and the health of Te Awarua o Porirua Harbour to ensure both our people and environment thrive. From our streams, bush and coastal areas to sports fields and shared paths, we manage and regenerate the spaces that define Porirua, and we work in partnership with Ngāti Toa and our community to create safe, welcoming, and ecologically rich places for generations to enjoy.

Your purpose

The Team Leader Maintenance role is to:

- Lead the team that maintains all the Council's outdoor and open spaces assets citywide including, all repairs and maintenance
- To implement plans, schedule and maintenance cycles throughout the city for graffiti, , asset repair and maintenance
- Ensure that all playgrounds maintained by the Council are routinely inspected and kept in a safe condition
- To support and assist the Manager Maintenance & Litter Services.

Who you'll be working with

Your direct reports	• 4-5 Servicepersons • Temporary workers (when required)
Your indirect reports	• Nil
External people and groups	• Members of the public and community organisations • Other local authorities • Contractors, consultants and suppliers • Industry groups
Internal people and groups	• Executive Leadership Team, managers and staff at all levels of the organisation.

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	• Lead, coach and support the Maintenance team to deliver high-quality, customer-focused services. • To assist in the daily performance management of the Maintenance team to ensure a high performing team in terms of productivity and efficiencies • To set performance objectives and conduct Performance reviews for the Maintenance Team • Develop and implement work practices and processes that ensure compliance with the Health and Safety at Work Act 2015

	To act as a role model to ensure a proactive approach to maintaining healthy safe working practices, encourage staff development and participate in relevant training.
Operational Delivery	- Plan, schedule and be responsible for the team to deliver the scheduled programmed maintenance of outdoor council assets. - Maintain and manage Porirua playgrounds and that all works comply with the NZ standards outlined in NZS5828:2005. - To identify, prioritise and coordinate repainting and upkeep programmes for outdoor furniture assets. - Responsible for accurately meeting set budgets and completing all financial purchases in a timely matter using Flexipurchase - Plan & implement graffiti removal programmes by mechanical and chemical means - All work to be at a high standard in accordance with the current Service Level Agreement(s) - To respond to Service Requests within specified time lines providing excellent customer liaison service that enhances the professional reputation of Porirua City Council - To effectively communicate verbally and written with team members, general public, and others - Ensure you and your reports meet regular deadlines of all administration including job costing, vehicle & maintenance inspections, work schedules, annual leave and wellness forms - To ensure that all work is carried out in accordance with the Council's various Policies and external regulatory & legislative requirements - To work alongside and site supervise any operational work with community groups, volunteers, school groups and Resident Associations - Actively participate in relevant training and development for your personal and professional development - To organise and supervise sub-contractors on services not directly provided, to ensure the Council obtains best value and that the Sub-Contractors comply with Health & Safety requirements
Relationship Management	Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive.
Health and Safety	- Understand and apply health, safety and risk management in accordance with Council's risk management framework and relevant legislation. - Take responsibility for your work environment; identify, assess, and manage hazards and risks to ensure they are addressed. - Encourage and support the identification, assessment, management, reporting and monitoring of hazards and risks to ensure they are addressed. - Recognise when to escalate issues. - Take reasonable care that what you do or don't do does not adversely affect the health and safety of other people. - Take reasonable care of your own health, safety, security, and wellbeing. - Foster a safe environment for staff, volunteers, and community groups and or participants in activities or events. - Ensure all health, safety and security incidents are reported. - Encourage others to report health and safety incidents and risks.

	• Cooperate with any reasonable workplace health and safety policy or procedure. • Comply with any reasonable instructions given.
Corporate Responsibilities	• Build commitment of our vision, strategic directions, values and services • 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

Your skills, experience and qualifications

It's essential that you have:	• Customer focussed delivering exceptional customer service • Demonstrated ability to lead or supervise staff in an operational environment • Computer literate • Experience in fabrication, building and workshop maintenance • Unrestricted class 1 drivers license • Ability to supervise staff to ensure programmed maintenance schedules are carried out; • Able to meet the physical demands of the role; • Experience in managing small plant and fleet; • Experience in health & safety management in the workplace; • Customer service excellence and relationship management skills; • Effective administration skills; • An ability to work as a member of a team and contribute to the effective performance of Parks & City Services; • 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.
It'd be great if you also have:	• Hold or have the ability to obtain a Traffic Controllers Certificate • Hold or have the ability to obtain a Playground Inspectors Certificate

Last updated June 2021



Porirua City Council supports an inclusive and welcoming environment and is a member of Te Uru Tāngata, Centre for Workplace Inclusion.