

## POSITION DESCRIPTION

**Position:** AQUATIC MAINTENANCE TECHNICIAN

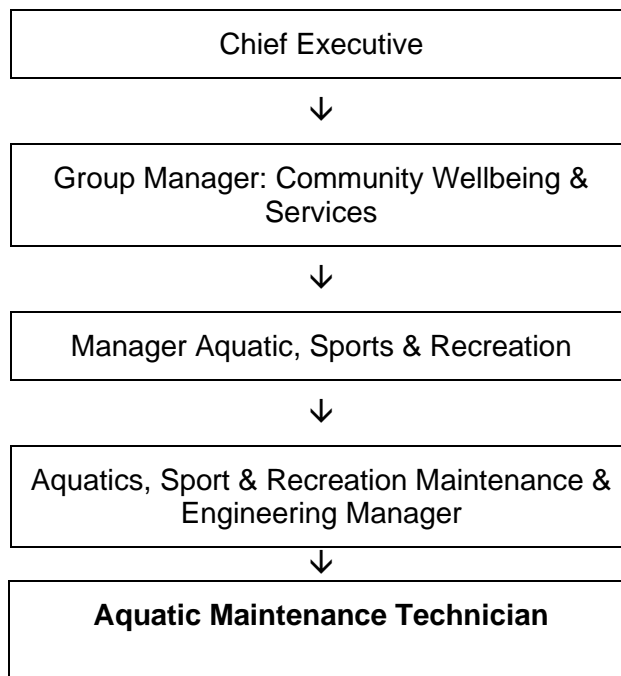
**Team:** Aquatics Hastings / Splash Planet

**Group:** Community Wellbeing & Services

**Responsible To:** Aquatics, Sport & Recreation Maintenance & Engineering Manager

**Responsible For:** Nil

**Organisational Context:**



# Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora  
Fertile Land, Prosperous People

## Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki  
Working for our people and our place, today and tomorrow

## Ngā Uara – Our Values

### Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

### Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

## Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

## Purpose of Position

**This role is part of the Community Wellbeing & Services Group. The Group includes Libraries, Community Centres, Sports Centre, Aquatics Hastings, Community Development, Toitoi – Hawkes Bay Arts & Events Centre, Hastings City Art Gallery and Council Housing.**

The purpose of this position is to maintain the Aquatic Operations at Splash Planet and extend maintenance assistance to other Hastings District Council Aquatic facilities which include pools, slides, plant and equipment. This role will work alongside the Maintenance Engineer and Aquatics, Sport & Recreation Maintenance & Engineering Manager and undertake tasks, increasing experience and developing skills by assisting and/or taking the lead with:

- Aquatics Engineering & Mechanical Operations across HDCs facilities
- Aquatic related projects
- Carrying out Water Testing
- The development of Policy and Procedures for all Aquatic areas
- Other Operational responsibilities

### Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.
- Civil defence activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

## Key work areas for which this position will have a lead responsibility are:

- **Engineering & Mechanical Operations**
  - Undertake repairs and maintenance of all plant and machinery following Maintenance plan and to legislative standards.
  - Carrying out and document regular servicing on plant, pools, slides, and equipment as required.
  - Help with Actioning breakdowns.
  - Completing maintenance registers.
  - Operation of rides in accordance with appropriate regulations as require.
  - Responding to emergency maintenance call outs as required
  - Maintenance and backwashing of all water filters.
  - Making suggestions that may assist in the reduction of downtime of plant, machinery or vehicles.
  - Providing assistance to Maintenance Engineer for any projects and/or new developments
  - Scheduling and monitoring of contractor work.
  
- **Operational responsibilities**
  - Filling in for other roles during the peak season e.g. Vacuuming pools, slide checks etc.
  - Backup for Maintenance Engineer
  - Assisting with the maintenance of the grounds as required
  
- **Projects, Water Testing**
  - Carry out Water testing to NZS 5826:2010 standards as and when required.
  - Advise when water treatment chemicals, salt, DE and CO2 are needed
  - Advise of needed maintenance equipment.
  - Ensure monthly water testing is completed to NZS 5826:2010 requirements.
  
- **Policy and Procedures**

Working with the Maintenance Engineer and Splash Planet Management this role will assist:

  - with the development of Standard Operating Procedures as and when required
  - Adhere to all Standard Operating Procedures for all plant, machinery, vehicles and dangerous goods handling.
  - With training of other staff on Operating Procedures as and when requested.
  - The investigation of any accidents or incidents involving plant or machinery.
  - Splash Planet management with the identification of possible hazards which may arise.
  
- **Learning & Development**
  - Undertake on the job learning opportunities as and when required.
  - Understand the legislative requirements Aquatics Hastings must operate within

## Important Functional Relationships

### External

Contractors and suppliers

### Internal

Aquatics and  
Splash Planet Management  
Maintenance Engineer  
All other Splash planet staff  
Other Council Staff  
Asset Management staff

### Committees/Groups

## Person Specification

### Qualifications

- Entry level qualification in mechanical engineering or pool plant maintenance desirable.

### Enrolled in and/or currently undertaking or willing to undertake learning in:

- Pool Water Operations Certificate
- Approved Handler Certificate
- Confined Spaces Certification
- Pool Water Treatment Certificate
- First Aid Certificate
- Any other relevant certificates
- Full Drivers Licence

### Knowledge/Experience

#### Has previous experience and or knowledge of:

- 3+ years of relevant aquatics facility maintenance experience desirable
- Methods and techniques used in the operation, repair, and maintenance of swimming pools, equipment, and facilities.
- Pool Water Treatment and Filtration Systems.
- Mechanical engineering
- Plumbing and pipe work
- Health and Safety Legislation and requirements
- Maintenance of tools and equipment

### Key Personal Competencies

- A strong desire to learn and complete relevant qualifications
- Planning and organising skills
- Ability to work unsupervised
- Problem solving skills
- Analytical and creative thinking skills
- High level of integrity and strong work ethics

### Personal Attributes

- Ability to work effectively under pressure
- Safety Conscious
- Team Player
- Great communicator
- Mature, even-tempered and cooperative nature
- Able to take the initiative
- Physically fit
- Good sense of humour