

## POSITION DESCRIPTION

**Position:** Community Facilities Maintenance & Purchasing Coordinator

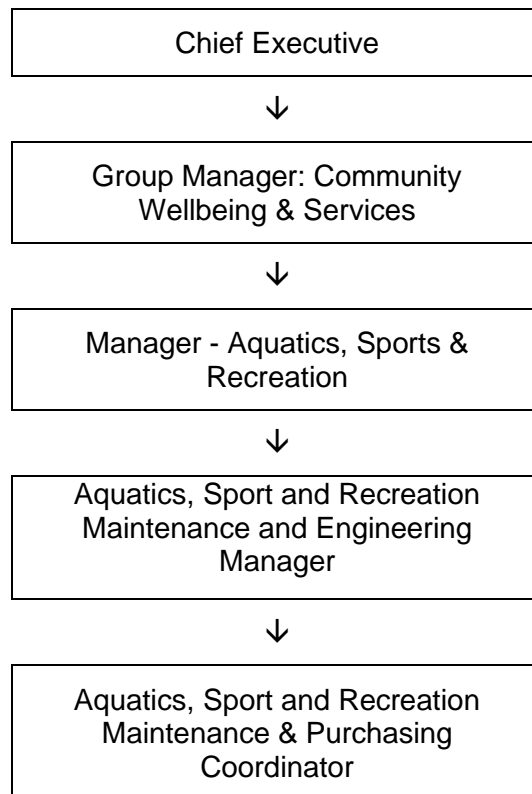
**Team:** Aquatics, Sports & Recreation

**Group:** Community Wellbeing & Services

**Responsible To:** Aquatics, Sport, and Recreation Maintenance and 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 and Services Group. The Group includes Aquatics and Splash Planet, Hastings Sports Centre, Camberley Community Centre, Flaxmere Community Centre, Hastings District Libraries, Te Whare Waiaroha, Security, Senior Housing, Community Development, Youth Development, Community Safety, Welcoming Communities, Community Grants, Hastings City Art Gallery and Toitoti.

The purpose of this position is to work under the Aquatics, Sport, and Recreation Maintenance and Engineering Manager to coordinate and undertake tasks to ensure that HDC Aquatics, Sport & Recreation facilities are well maintained. This role will take a lead in cleaning operations and support management in the administration and monitoring of contracted works in the areas of pool plant and grounds maintenance

## 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 and Incident & Emergency 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.

**As a key member of the Aquatics, Sport and Recreation team this role has seasonal responsibilities completing duties across Operations at Splash Planet and Aquatic Hastings.**

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

### In Season Operations

- Working alongside and overseeing performance of the cleaning contract. Reporting any concerns to management.
- An active member of the Ambassador team this role will provide supervision in the performance of:
  - Reactive cleaning duties
  - Daily Ambassador duties
  - Organising equipment rentals and collections for visitors
  - Reactive maintenance for grounds and facilities where appropriate

- Attending to visitor needs and ensuring a high level of customer service
- Rostering
- Staff Supervision

### **Year-Round Operations**

- Assisting with the maintenance needs across HDC community facilities where appropriate
- Facility preparation pre-season and post season facility close down activity for Splash Planet and Seasonal Pools
- Equipment checks and reporting of faults
- Maintaining a standard of presentation in order to minimise the effort required in the seasonal opening of Splash Planet
- Organising replacement equipment for rental services
- Lead in the recruitment, training, and on-boarding of the Park Host team

### **Administration**

- Liaising with contractors to schedule and monitor completion of works in the areas of cleaning, grounds maintenance and pool plant
- Ordering and maintaining an adequate supply of cleaning supplies
- Ordering and maintaining an adequate supply of PPE supplies

### **Engineering & Mechanical Operations**

- Undertake repairs and maintenance of all plant and machinery following Maintenance plan and to legislative standards.
- Carrying out 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 required.
- Making suggestions that may assist in the reduction of downtime of plant, machinery or vehicles.

### **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.
- Stock management of water treatment chemicals, salt, DE and CO2 are needed

### **Policy and Procedures**

- Adhere to all Standard Operating Procedures for all plant, machinery, vehicles and dangerous goods handling.
- Assist with training of other staff on Operating Procedures as and when required.
- Assist in the investigation of any accidents or incidents involving plant or machinery.
- Reporting to management with the identification of hazards

### **Learning & Development**

- Undertake on the job learning opportunities as and when required.
- Understand the legislative requirements HDC must operate within

### **Important Functional Relationships**

External  
Contractors and suppliers

Internal  
Aquatics, Sport & Rec  
Manager  
Community Facilities  
Maintenance Engineer  
Training & Compliance  
Manager  
Maintenance Engineer  
Facility Team Leaders  
All other Aquatics, Sport and  
Rec staff  
Other Council Staff  
Asset Management staff

Committees/Groups

## **Person Specification**

### **Qualifications**

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

- 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 facility maintenance experience desirable
- Cleaning Operations
- Contractor Management
- Methods and techniques used in the operation, repair, and maintenance
- Pool Water Treatment and Filtration Systems.
- Health and Safety Legislation and requirements
- Maintenance of tools and equipment

### **Key Personal Competencies**

- A strong desire to learn and complete relevant qualifications
- Communication, 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