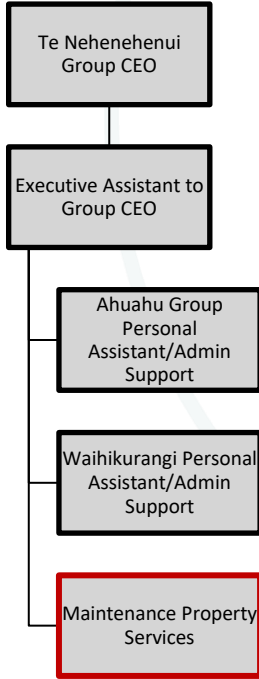


JOB DESCRIPTION

POSITION:	Maintenance Property Services		
LOCATION:	Either at the Offices of Te Nehenehenui, Matawhaiora House (49 Taupiri Street, Te Kūiti), Haurua (41 Golf Road, Waitomo) or at such place as reasonably required by the employer to meet the needs of the business.		
RESPONSIBLE TO:	Executive Assistant to the Group CEO	TENURE:	Permanent
DATE:	December 2022	Hours:	Between 10 and 15 hours per week
TYPE OF POSITION:	Part time flexible		
FUNCTIONAL RELATIONSHIPS	External General public	Internal Staff	
DIRECT REPORTS	None		
BUDGET RESPONSIBILITY	None		
PURPOSE OF POSITION	<ul style="list-style-type: none"> - The Maintenance Property Services role is responsible for ensuring the upkeep of the grounds at 49 Taupiri Street, Te Kūiti and 41 Golf Road, Waitomo. 		
PLACE IN ORGANISATION	 <pre> graph TD CEO[Te Nehenehenui Group CEO] --> EA[Executive Assistant to Group CEO] EA --> AH[Ahuahu Group Personal Assistant/Admin Support] EA --> WH[Waihikurangi Personal Assistant/Admin Support] EA --> MPS[Maintenance Property Services] </pre>		

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The following key results areas are required to reach the position purpose.

Key Results Area	Key Performance Indicators
Gardens and lawns regularly maintained in the fortnightly timeframes allotted	
The gardens and lawns at Te Nehenehenui Office, Matawhaiora, 49 Taupiri Street, Te Kūiti are kept neat and tidy.	<ul style="list-style-type: none"> • Gardens at the front and rear of the building are clear of rubbish or debris • Weeds are removed – including dead foliage and noxious plants • Lawns at the rear of the building are kept tidy and mowed regularly.
The gardens, lawns and driveway at 41 Gold Road, Waitomo are kept neat and tidy.	<ul style="list-style-type: none"> • Lawn up the driveway from the main road gate to bottom of driveway are kept tidy and mowed regularly. Edges are trimmed and weed sprayed as required. • Lawns/Grasses around Te Puna o te Roimata are kept tidy and mowed regularly. Edges and seating areas are trimmed and weed sprayed as required. • Driveway to Te Puna o te Roimata and the monument are kept tidy and mowed regularly. Edges are trimmed and weed sprayed as required. • Car parking area and eco toilet are kept tidy and mowed regularly. Edgews are trimmed and weed sprayed as required. • Lawns/Grasses around the monument are kept tidy and mowed regularly. Edges and seating areas are trimmed and weed sprayed as required.
Other handyman duties as required	
Minor repairs, rubbish and recycling removal, furniture and archiving movement, installation of new furniture and equipment and other maintenance jobs as reasonably requested.	<ul style="list-style-type: none"> • Weekly requests are completed as required.
Safe use of machinery at all times	
All tools and machinery used are fit for purpose and operated in a safe manner and with the use of the correct personal and protective equipment. (PPE)	<ul style="list-style-type: none"> • When using lawnmower or weed-eater, correct footwear (steel-cap boots) and ear protection (ear-muffs) are worn and the machinery is operated in a way that will not cause harm to self or others. • When operating power tools correct footwear is worn (and ear-muffs if required) and they

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	<p>are operated in a way that will not cause harm to self or others.</p>
<p>Employee follows the Health and Safety Policy and ensure all mahi is undertaken in a safe manner.</p>	<ul style="list-style-type: none"> • Ensures they are physically capable to carry out the work required • Ensures they do not harm themselves or what they do does not harm others • Reports any hazards, accidents, incidents or near misses in a timely manner to the Executive Assistant to Group CEO or their delegated representative.

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