



**OUR VISION:** To be the “must experience” museum that uses past, present and future Kiwi technology and ingenuity to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

**Position:** Maintenance Team Member - Maintenance

**Reports to:** Property & Security Manager

## PURPOSE OF THE ROLE

Ensure that the general maintenance and presentation of MOTAT’s buildings on all sites is kept to a high standard to provide a safe and secure site to MOTAT’s customers and teams. This includes identifying areas of improvement, as relates to maintenance at MOTAT, and reporting, fixing and continually improving the environment for all visitors to the MOTAT sites.

As a maintenance team member you will have primary accountability for any maintenance-related tasks but may be required, from time-to-time, to assist with grounds-related work.

## RESPONSIBILITIES

- Undertake general maintenance tasks at all MOTAT sites to ensure that MOTAT continues to improve its overall safe site appeal to the visiting public.
- Unlock and lock Museum and support security requirements.
- Carry out regular site checks, maintenance and cleaning according to approved practices.
- Liaise with site and building maintenance contractors, as required, to ensure outcomes and quality of workmanship is to the agreed and expected standards.
- Procure supplies, as required, for the completion of maintenance and environment-related work.
- Ensure that the usage of power and water is regularly monitored and that MOTAT’s commitment to sustainability practices by staff and volunteers is encouraged.
- Undertake environment-related projects, as directed by the Property Manager.
- As part of the Environment team, contribute to ensuring that deadlines are met and high standards achieved.
- Proactively review the maintenance requirements of the Museum to address any new or altered needs of the Museum.
- Ensure prompt and effective service delivery in accordance with urgency and priority levels.
- Ensure equipment, tools and plant maintenance is adhered to including checking that all fuels, oils and lubricants and that routine servicing is completed.
- Ensure MOTAT vehicles are maintained in a clean and tidy manner.
- Ensure the Environment Team workshop is maintained in a clean and organised manner, ensuring adequate stock of parts and materials

- Maintain rubbish and debris collection and ensure the appropriate disposal thereof.
- Set up easy-ups and associated equipment for events around the MOTAT sites.
- Specific maintenance-focussed responsibilities are to:
  - Undertake maintenance activities across the MOTAT sites.
  - General maintenance of buildings and furniture.
  - Repairing of equipment, as required.
  - Interior and exterior painting - to include preparation of surfaces for painting where necessary.
  - Attend to planned maintenance and running of boilers.
  - Clearing gutters and drains, as required.
  - Changing light bulbs and florescent tubes.
  - Provide assistance to trade staff, where necessary.
  - Complete building WOF checks.
  - Minimise site disruption when the Museum is open to the public.
- Represent MOTAT professionally through wearing the MOTAT uniform properly at all times when at work.
- Provide support and/or relief to any other member of the Environment Team as and when required.
- Actively support the delivery of the MOTAT customer experience.
- Follow all museum policies and procedures, including, but not limited to Health Safety & Environment and the Museums Aotearoa's Code of Ethics.
- Undertake any other reasonable duties as may be required to ensure that MOTAT's business objectives are met.

## KEY PERFORMANCE INDICATORS

- Compliance with MOTAT Health and Safety policy.
- Positive internal and external customer feedback.
- Proactive communication with all MOTAT's teams and customers.
- Contributing to the ongoing upgrading and improvement of all MOTAT facilities and exhibitions.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

<b>Responsible for:</b>	Nil
<b>Internal Liaison:</b>	Environment Team, MOTAT Team
<b>External Liaison:</b>	Contractors, Suppliers

## BUDGETARY AUTHORITIES

n/a

## SKILLS & EXPERIENCE

- Demonstrated skills and knowledge in building, painting, plumbing, and/or electrical work.
- Ability to use the standard machinery required including forklifts, cherry pickers, and trucks.
- Demonstrated understanding of Health & Safety requirements in the workplace.
- Physically fit with a passion for practical work.
- Flexibility and a “can do” attitude.
- Able to work as part of a team and unsupervised, but always to a high standard.
- Class 1 drivers licence.
- Class 2 and Forklift licenses beneficial.

## OUR VALUES

### Ō MĀTUA UARA

We will be courageous and try new things.

We will work as a team that respects and supports others.

We will act ethically and with respect and transparency.

We will foster knowledge and promote technology that is beneficial to our community.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.