



**Our Vision:** To be the “must experience” venue that uses New Zealand’s heritage, Kiwi ingenuity, transport, technology, and the associated stories in a creative and interactive way to educate and inspire the innovators of tomorrow.

**Position:** Tram Cleaner  
**Reports to:** Tramway Project Coordinator

## PURPOSE OF THE ROLE

Reporting to the Tramway Project Coordinator, this role ensures MOTAT’s trams are cleaned to a high-standard. In this position, cleaning tasks are carried out following best professional practice in a safe and secure manner that complies with current Health & Safety and any collection care requirements.

## RESPONSIBILITIES

- Undertake and be responsible for all tram cleaning requirements as set out in the applicable cleaning schedules.
- Ensure all tram cleaning is performed to a consistently high standard.
- Complete daily sweeping, window cleaning, seat cleaning, and cobweb cleaning of all regularly operated trams at MOTAT, ensuring that they are ready for operation before the Museum opens to the public.
- Complete weekly (or as required) mopping of all regularly operated trams.
- Complete a monthly deep clean of all regularly operated trams, including a full internal and external wash.
- Move trams as required for cleaning, under the conditions of the licence to be issued
- Assess surface conditions of trams that are part of the MOTAT collection and clean the tram under the guidance of MOTAT’s Conservation team.
- Document cleaning and condition changes of collection objects in the Vernon CMS, as required.
- Proactively organise the tasks set out in the cleaning schedule.
- Ensure the cleaning process is undertaken in a safe manner and in compliance with Health & Safety standards and regulations.
- Maintain cleaning stock levels and order cleaning supplies, where necessary.
- Keep up-to-date with new cleaning methods and equipment.
- Maintain an awareness of cleaning chemicals, ensuring their safe use and storage.
- Represent MOTAT professionally through wearing the MOTAT uniform properly at all times when at work.
- Model behaviour consistent with MOTAT values and MOTAT competency framework.
- Follow all museum policies and procedures including but not limited to Health & Safety 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

- Completion of the tram cleaning results in a high standard of presentation clearly visible to MOTAT visitors.
- Demonstrated sensitivity to the inherent vulnerability of museum objects and handling them accordingly.
- Awareness of the condition of any trams in the MOTAT collection being worked on and reporting any changes in object appearance to the Conservation team.
- Positive internal and external customer feedback.
- Proactive communication with all MOTAT's teams and customers.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

<b>Responsible for:</b>	Nil
<b>Internal Liaison:</b>	Collection Operations Team, MOTAT Team
<b>External Liaison:</b>	Nil

## BUDGETARY AUTHORITIES

n/a

## SKILLS & EXPERIENCE

- Demonstrated ability to complete the cleaning work required.
- Practical and relevant experience of cleaning vehicles - experience cleaning objects of significance preferred.
- Physically fit with good manual dexterity, stamina and patience.
- Tram driving or rail vehicle experience helpful however not essential
- Competent with manual handling and cleaning equipment.
- Demonstrated ability to work both independently and as part of a team

## MOTAT VALUES

**Collaboration** is the way we work together internally and externally as a team that respects and supports one another, sharing ideas, knowledge and skills so that we achieve our full potential.

**Integrity** is the foundation on which our relationships, reputation and authority are built. We will act morally, ethically and with respect and transparency at all times.

**Creativity** is the quality that allows us to be courageous and to try new things so as to inspire those we interact with.

**Stewardship** is our individual and collective duty as custodians to manage, develop and preserve MOTAT's collection, skills and knowledge and to pass them on to the next generation.

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.