



**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:** Coachwork Bodybuilder - Tramways Heritage

**Reports to:** Tramway Project Coordinator

## PURPOSE OF THE ROLE

As the Coachwork Bodybuilder, you are responsible for coachwork repair and restoration of the interior and exterior of Trams in the care of the Collection Workshops Team. Under the direction of the Tramway Project Coordinator, you will contribute to the timber maintenance, preservation, and restoration projects within the section.

## RESPONSIBILITIES

- Take part in maintenance, preservation, and restoration projects, as directed by the Tramway Project Coordinator, Senior Workshop Engineer or Collection Workshop Manager.
- Undertake coachwork on the interior and exterior of trams.
- Ensure that all collection and non-collection items being worked on are stored, transported, used and operated in accordance with museum policy, and that all problems with the condition and/or use of any museum items are reported promptly.
- Move trams as required, under the conditions of the licence to be issued.
- Provide regular updates on current projects to the Senior Workshop Engineer or Tramway Project Coordinator, as required.
- Ensure that all work undertaken adheres to the MOTAT Collection Policy, such that Museum items are always cared for appropriately and maintained at an agreed standard.
- Actively promote a health and safety culture within the workplace, and ensure that all health and safety procedures are understood and followed.
- Ensure that any relevant compliance requirements are met, including statutory and/or regulatory certifications, and complete any associated documentation as requested.
- Assist in the coordination and support of volunteers in the Tramways Heritage team – typically this will be required on a Tuesday evening, but may be requested at other times.
- Follow all relevant published MOTAT Standard Operating Procedures, as outlined by the Health & Safety team.
- Provide support to other members of the Collections hub and wider MOTAT team as required - this includes providing assistance to other specialist sections of the team, as required.
- Model behaviours consistent with MOTAT values and MOTAT competency framework.
- Follow all People & Culture management policies and procedures.

- Follow all Museum policies and procedures, ensuring adherence to museum best practice.
- Undertake any other reasonable duties as may be required to ensure that MOTAT's business objectives are met.

## KEY PERFORMANCE INDICATORS

- Work quality and timescale targets are met.
- Any delegated maintenance programmes completed as agreed and to schedule.
- All work areas are kept clean, tidy and safe.
- Safe and appropriate handling of collection objects to prevent damage and reduce conservation requirements.
- Repairs, maintenance and restorations carried out on museum objects are in accordance with good museum practice and reflect an approved repair, maintenance or restoration plan.
- Engage with and inform museum visitors as appropriate.
- Positive collaboration with other sections and departments to achieve collection-related objectives.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

<b>Responsible for:</b>	Nil
<b>Internal Liaison:</b>	Registrar, Collections Team (inc. volunteers), Public Programmes Team, Collection Operations Coordinator, Property & Security Team
<b>External Liaison:</b>	Contractors and Suppliers

## BUDGETARY AUTHORITIES

Nil

## SKILLS & EXPERIENCE

### REQUIRED

- 3 – 5 years' experience with wood work and joinery.
- Trained to operate a range of relevant workshop machinery; a relevant trade qualification would be an advantage.
- A strong team worker with a positive and enthusiastic "can do" attitude.
- Basic computer literacy.
- Strong attention to detail & accuracy and the ability to learn new skills.
- Excellent interpersonal skills.
- Ability to lift heavy items.
- Current full driver's licence.

## DESIRABLE

- Knowledge of trams and passenger transport.
- An understanding of, museum practice relating to maintenance and restoration, and/or knowledge of working with heritage artefacts.
- Current forklift licence.

## OUR VALUES

### Ō MĀTUA UARA

<b>Innovation</b>	We will be courageous and try new things.
<b>Collaboration</b>	We will work as a team that respects and supports others.
<b>Integrity</b>	We will act ethically and with respect and transparency.
<b>Sustainability</b>	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.