



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: Workshop Engineer - Tramways Heritage

Reports to: Tramways Project Coordinator

PURPOSE OF THE ROLE

As Workshop Engineer, you are the technical assistant within the Collection hub’s Tramways Heritage projects section. Under the direction of the Senior Workshop Engineer, you will contribute to maintenance, preservation, and restoration projects within the section.

RESPONSIBILITIES

- Take part in maintenance, preservation, and restoration projects, as directed by the Senior Workshop Engineer, Tramway Project Coordinator or Collection Workshop Manager.
- Execute agreed scheduled inspection and maintenance programmes, as required.
- Maintain electrical components for the trams DC power.
- Move trams as required, under the conditions of the licence to be issued.
- 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.
- 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.
- 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 inspection and 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

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

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

REQUIRED

- 3-5 years' experience with heavy engineering and a proven aptitude for mechanical work.
- Electrical qualification or equivalent experience (with an understanding of DC power).
- 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

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