

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our District.

About our Organisation

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

Values and Common Purpose



MAKING OUR *communities* **BETTER**

About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



What this job involves

Nature and Scope

The purpose of this role is to ensure that the facilities assigned to the Property Caretaker are maintained in a manner which provide a welcoming environment for users and are clean and tidy at all times.

The Community Centre is in regular and high demand for community events and includes two meeting rooms, a hall, a theatre and kitchen. In addition to the cleaning duties, there is a requirement to set up the facilities to meet customer requirements and to provide a responsive and user-friendly customer service at all times with an emphasis on 'going the extra mile'.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

The Position

This is a temporary one-year fixed-term position which, is offered under the provisions of the Parental Leave and Employment Protection Act 1987. This role is based at the Hāwera Community Centre and will report directly to the Facilities Supervisor.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **7**. The salary range for this position is between \$50,040pa and \$55,600pa and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

For part-time positions, the actual salary will be calculated on the number of hours worked multiplied by the hourly rate.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. The hours of work for the position will be discussed at the interview but vary over the summer and winter seasons ranging between 28 to 40 per week.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, www.southtaranaki.com under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

You will find the job description for the position and Council's Vision and Values on the next few pages.

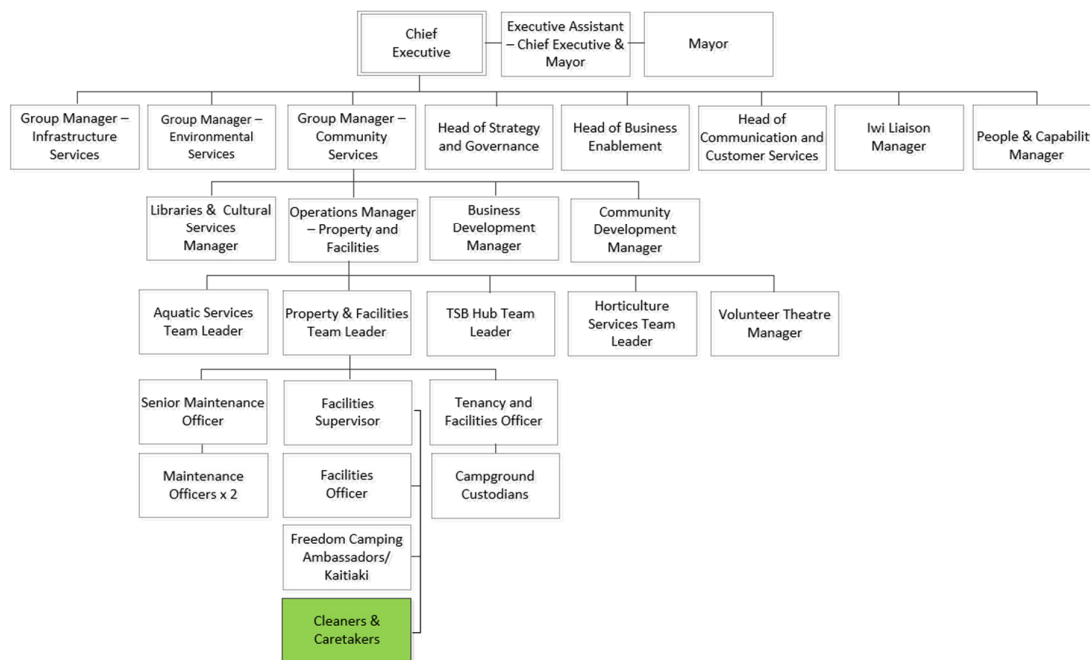
PEOPLE & CAPABILITY TEAM

Position Description



Position Details			
Title:	Property Caretaker		
Unit:	Property and Facilities	Group:	Community Services
Position Reports to:	Facilities Supervisor		
Salary Grade:	7	Hours of Work:	28 per week – winter months 40 per week – summer months
Staff Management:	Nil	Special Conditions:	
Position Occupant:	Vacant		
Date Created:	14 April 2010	Date Last Reviewed:	May 2025

Position Objective
<p>The purpose of this position is to ensure that the facilities assigned to the Property Caretaker are maintained in a manner which provide a welcoming environment for users and are clean and tidy at all times.</p>



Key Duties and Functions

Clean Facilities (Community Centre, Hawera; Normanby Recreation Centre, Manaia Town Hall, Hunter Shaw Building & Normanby Public Toilets.)

- To clean floors, walls, windows, sills, tabletops, benchtops, doors and stage area.
- To attend to minor maintenance issues.
- To report on other maintenance issues.
- To monitor and report on supply of consumables.
- To attend to other facilities and tasks as directed from time to time by the Property Officer.

Clean Toilets

- Clean floors, walls, windows, basins, toilets, mirrors and dispensers, and doors.
- To report maintenance issues.

Clean Kitchens

- Clean floors, walls, windows, sills, bench tops, appliances, cupboards, draws and doors.
- To report maintenance issues.

Facility Set Ups

- Set up facility to customers written requirements.

Public Relations

- To give directions and information and clarify customer needs.
- To update the information board daily or as necessary.
- To assist the customer wherever possible.

Risk Management

- To ensure any known risks to the organisation are identified and reported.

Other

- Other duties as directed, within the skills and capabilities of the employee.

Civil Defence

- Attend Emergency Management training at Foundation level.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

Information Management

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.
- Ensuring no records are destroyed or removed without approval from Information Management.

Health and Safety (Employee)

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).

Attributes and Capabilities

Attention to Detail

- Ensures information is complete and accurate.

Communication skills

- Listens actively, writes and speaks clearly.

Computer Literacy

- Computer- literate with software proficiency covering a variety of applications.

Creativity

- Develops new ideas and unique and novel solutions to current issues.

Cultural sensitivity and awareness

- Recognises and values the benefits of the diversity of people, ideas and cultures.

Drivers Licence

- When a driver's licence is required for the position.

Personal Efficiency and Organisation

- Plans ahead, managing time well and is on time.
- Develops self and continuously learns and upskills.

Physical ability

- Physical capability required for the job.

Teamwork - "Spirit of Oneness"

- Works with and helps others to accomplish objectives.

Working Independently

- The ability to work independently, with minimal supervision.

Knowledge, Experience, Qualifications & Skills
Essential
<ul style="list-style-type: none">• Education to minimum school age• Practical experience in general cleaning and basic custodial duties• Practical experience in all matters relating to Occupational Safety and Health• Clean Valid NZ Driver's Licence
Desirable
<ul style="list-style-type: none">• First Aid Certificate