

## Position Description

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|-------------------------------------------------|------------------------------------------------|
| <b>Position Title:</b>                          | <b>Facilities Maintenance Technician</b>       |
| <b>Reports To:</b>                              | Facilities Maintenance Supervisor              |
| <b>Responsible For:</b>                         | N/A                                            |
| <b>Group and Team:</b>                          | Community Spaces and Places – Aquatic Services |
| <b>Children's Worker:</b>                       | No                                             |
| <b>Delegations and Budget Responsibilities:</b> | As per Delegations Register                    |

### Purpose

To carry out daily planned and reactive maintenance and monitoring of the mechanical water treatment plant, building components and operational equipment at Splash Palace. To ensure daily water tests and filter backwashes are carried out and are within the guidelines of the national standards.

### Key Relationships

#### External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

#### Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

### Our Compass Values and Behaviours

#### Responsibility

**Take ownership of decisions and outcomes, both collectively and individually.**

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

#### Respect

**Everyone is important, as are their views.**

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

#### Above and Beyond

**Take opportunities to go the extra mile.**

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

#### Positivity

**Always look on the bright side of life.**

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

## What You Will Do *(provided as a guide only)*

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### Swimming Pool Heating and Ventilation

- Ensure the swimming pools' heating and ventilation systems are maintained and remain fully functional.
- Fill in plant logs and correct any problems promptly and report any concerns and/or major problems to the supervisor.
- Provide input to the development of training and maintenance manuals to ensure operational and maintenance information is compliant with required standards, ongoing maintenance requirements are recorded, and information available to staff is accurate.

### Water Treatment

- Ensure daily water tests for pH, chlorine (FAC and TAC) and any other tests are completed, to monitor compliance with national standards required for the operations of public swimming pools.
- Monitor water test results and reports, and respond to reports of irregular test results appropriately.
- Ensure the water treatment plant is operated as per the manufacturer's instructions.
- Ensure the safe storage, handling and use of chemicals and chemical systems in accordance with health and safety standards and supplier recommendations.
- Ensure pools' chemical stores are stocked at required levels, and a register of chemicals on site is kept up to date.
- Report any concerns regarding chemical or chemical system safety to the supervisor.

### Facilities and Equipment Maintenance

- Undertake emergency, corrective and unplanned maintenance in a timely manner.
- Complete operational equipment (i.e. lane ropes, hoses, automatic pool cleaners etc.) maintenance and repairs promptly.
- Regularly inspect facilities and equipment to identify maintenance or repair needs.
- Carry out minor general building and pool maintenance repairs promptly and report major issues to the supervisor.
- Keep the facilities workshop, storage garage and surrounds in a tidy condition.
- Work with and maintain records on the pool's asset register.
- Ensure a safe environment when carrying out maintenance work and comply with the Health and Safety at Work Act 2015.
- Ensure a stock of spare parts are held on-site to enable prompt repairs for a continuous service.

**Note:** *Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.*

## What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

### Education and Qualifications

**Essential:**

Trade qualification in either plumbing, electrical or engineering or equivalent knowledge  
NCEA Level 3 (or equivalent) in English and Mathematics  
First Aid Certificate  
NZ Full Drivers Licence

**Desirable:**

Chemical Handling training or certification  
Swimming Pools Water Treatment Certificate or be willing to obtain

### Knowledge, Skills and Experience

**Essential:**

3 years' experience in a similar hands-on position  
The ability to work with complex systems and understand how they operate  
Sound computer literacy and the ability to work with digital systems and processes  
Excellent written and verbal communication skills  
Ability to work independently and as a member of a team  
Problem solving ability and positive attitude toward change and continuous improvement  
An awareness of the broad range of individuals, social, cultural, and ethnic groups within our community  
High level of accuracy and attention to detail

**Desirable:**

Experience in mechanical engineering or electrical trade  
Experience in swimming pool water treatment plant operation  
Demonstrated experience in an associated industry i.e. maintenance and operation of heating and ventilation equipment and/or operation of water treatment plant

## Agreement

**Employee**

|      |      |      |
|------|------|------|
| Name | Sign | Date |
|------|------|------|

**Manager**

|      |      |      |
|------|------|------|
| Name | Sign | Date |
|------|------|------|

**Note:** From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

## **What We All Do**

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### **Customer Commitment**

Treat customers with respect – taking the time to listen, learn and understand.  
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.  
Acknowledge problems and complaints, identifying and promptly acting on solutions.

### **Continuous Improvement**

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.  
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

### **Health, Safety and Well-being**

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.  
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

### **Civil Defence Emergency Management**

Assist Council in preparing for and responding to an emergency.  
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

### **Other Duties**

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.