

Westland District Council

JOB DESCRIPTION

Job title

Cycle Trail and General Maintenance Assistant

Purpose

The Cycle Trail & General Maintenance Assistant position is part of the Maintenance Division within Destination Westland and reports to the Operations Manager. The part of the cycle trail that the position is responsible for is 33km long from Hokitika to Ross and is considered to be an easy journey for cyclists and is suitable for cyclists of all ages. The position's responsibilities entail assisting with ensuring that the facilities of the cycle trail are in good shape at all times for users to enjoy safely. The staff member will also carry out general maintenance duties as requested at other company sites.

Specific duties and responsibilities

Wilderness Trail Maintenance

- Carry out inspection on the trail and surrounds of the cycle trail on a regular basis and remedy where appropriate.
- Carry out basic repairs where required and report any other issues to the Operations Manager.
- Be available after hours/on weekends to assist with emergencies that may arise from malfunctioning equipment or severe weather events.
- Inform the Operations Manager of any equipment that needs to be replaced, and order the equipment on upon agreement.
- Keep adequate records of all expenses made on the repair and purchase of equipment and present them upon request by management.

Company-owned and managed grounds and buildings

As required, ensure the grounds and selected buildings are kept in operational order.

1. Pensioner Housing

- Refurbishment of Pensioner Housing: to clean, paint and repair units as required to ensure they are kept to standard.
- General maintenance as directed by Head Office.

2. Company Activities

- Carry out general duties as requested at other company sites.

Internal Relationships

- District Assets Team and wider WDC staff

External Relationships

- West Coast Wilderness Trust
- Contractors
- Elderly Housing Tenants
- Members of the Public

Staff Management

N/A

Delegated Authority

N/A

Skills, experience & education

- Displays professionalism, honesty and integrity.
- Relationship-building – establishes a productive, cooperative and inclusive environment with others.

- Well-developed verbal and interpersonal communication skills.
- Ability to quickly learn and retain new information.
- Experience and competence in working both unsupervised and co-operatively with others.
- Professional and courteous manner.
- Resilience and ability to cope under pressure.
- Ability to solve problems and prioritise tasks.
- General maintenance experience, including experience with power tools.
- Physical fitness.
- Full Driver's License.
- First Aid certification.

General duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.