



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: Senior Maintenance Team Member

Reports to: Maintenance Coordinator

PURPOSE OF THE ROLE

Ensure that the general maintenance and presentation of MOTAT’s buildings (both internal and external) on all sites is kept to a high standard to provide a safe and secure site to MOTAT’s visitors and teams. This includes identifying areas of improvement, as relates to maintenance at MOTAT, and reporting, fixing and continually improving the environment for all visitors to the MOTAT sites.

Your demonstrated skill set and experience as a Senior Maintenance Team Member will require you to be involved in some of the larger and more complex maintenance tasks, have accountability for any maintenance-related tasks and may be required from time-to-time, to assist with grounds-related work.

You may be required to give guidance and advice in relation to larger maintenance tasks and be required to plan those tasks confidently, efficiently and appropriately, taking consideration of long-term cost benefits for MOTAT.

A higher salary will be paid for a formal trade certification or LBP qualification.

RESPONSIBILITIES

- Undertake larger more complex maintenance tasks at all MOTAT sites to ensure that MOTAT continues to improve its overall safe site appeal to the visiting public.
- Undertake general maintenance tasks at all MOTAT sites to ensure that MOTAT continues to improve its overall safe site appeal to the visiting public.
- Unlock and lock Museum and support security requirements, including Gate Duty.
- Carry out regular site checks, BWOFF checks and maintenance according to approved practices.
- Liaise with site and building maintenance contractors, as required, to ensure outcomes and quality of workmanship is to the agreed and expected standards.
- Procure supplies, as required, for the completion of maintenance and environment-related work.
- Work in compliance with MOTAT’s Health & Safety standards and regulations.
- Undertake environment-related projects, as directed by the Maintenance Coordinator, or the Environment and Sustainability Manager.
- As part of the Environment Team, contribute to ensuring that deadlines are met, and high standards achieved.
- Proactively suggest improvements to the maintenance requirements of the Museum.
- Ensure prompt and effective service delivery in accordance with urgency and priority levels.

- Ensure equipment, tools and plant maintenance is adhered to including checking that all fuels, oils and lubricants and that routine servicing is completed.
- Ensure MOTAT vehicles are maintained in a clean and tidy manner.
- Ensure the Environment Team workshop is maintained in a clean and organised manner, ensuring adequate stock of parts and materials
- Maintain rubbish, recycling and debris collection and ensure the appropriate disposal thereof.
- Set up equipment for public and private events around the MOTAT sites.
- Specific maintenance-focussed responsibilities are to:
 - Undertake maintenance activities across the MOTAT sites.
 - General maintenance of buildings and furniture.
 - Repairing of equipment, as required.
 - Interior and exterior painting - to include preparation of surfaces for painting where necessary.
 - Clearing gutters and drains, as required.
 - Changing light bulbs and florescent tubes.
 - Provide assistance to trade staff, where necessary.
 - Minimise site disruption when the Museum is open to the public.
- Represent MOTAT professionally through wearing the MOTAT uniform properly at all times when at work.
- Actively support the delivery of the MOTAT visitor experience.
- Provide support and/or relief to any other member of the Environment Team as and when required.
- Ensure that all contractors engaged for work related to the security of the MOTAT sites adhere to relevant policies and procedures.
- Adhere to MOTAT's Health, Safety and Security procedures and policies and maintain a safe working environment.
- Follow all MOTAT's policies and procedures including, but not limited to Health and Safety and the Museums Aotearoa's code of ethics.
- Undertake any other reasonable duties as may be required to ensure that MOTAT's business objectives are met.

KEY PERFORMANCE INDICATORS

- Compliance with MOTAT Health and Safety policy.
- Positive internal and external customer feedback.
- Proactive communication with all MOTAT's teams and customers.
- Contributing to the ongoing upgrading and improvement of all MOTAT facilities and exhibitions.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

- Responsible for:** Nil
- Internal Liaison:** Environment Team, MOTAT Team
- External Liaison:** Contractors, Suppliers

BUDGETARY AUTHORITIES

TBD

SKILLS & EXPERIENCE

- Trade Certificate, LBP Certification or 10 years' experience in a practical maintenance/light building environment
- Demonstrated skills and knowledge in building, painting, plumbing, and/or electrical work.
- Ability to use the standard machinery required including forklifts, cherry pickers, and trucks.
- Demonstrated understanding of Health & Safety requirements in the workplace.
- Physically fit with a passion for practical work.
- Flexibility and a "can do" attitude.
- Able to work as part of a team and unsupervised, but always to a high standard.
- Class 1 full Drivers' licence.
- Class 2 and Forklift licenses beneficial – or willingness to be trained.

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.