



Tō Mātau Moemoeā Our Vision is to use the past, present and future technology and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: Workshop Engineer – Rail Infrastructure

Reports to: Head of Collection Workshops

PURPOSE OF THE ROLE

As Workshop Engineer – Rail infrastructure, you are the rail infrastructure specialist in the Rail & Steam workshops. Under the direction of the Head of Collection Workshops, you will lead the section's infrastructure projects and contribute to maintenance, preservation, and restoration projects within the section.

RESPONSIBILITIES

- Take an active role in the planning of projects under the direction of the Head of Collection Workshops and with the support of the Senior Workshop Engineer – Rail & Steam, working alongside other members of the Collections hub as required.
- Lead rail infrastructure projects and maintenance activities, working with the Senior Workshop Engineer – Rail & Steam to ensure the infrastructure is maintained in accordance with the Collection Workshops Manual and ensuring that the agreed deliverables of service level agreements with the Museum Experience Hub are met.
- Lead and coordinate team members (employees and volunteers) and contractors engaged on rail infrastructure projects to provide effective and constructive support of the Museum's strategic direction.
- Perform other general engineering and maintenance tasks in the Rail Workshops as required.
- Deliver maintenance, preservation, conservation, and restoration projects; as directed by the Senior Workshop Engineer – Rail & Steam and in accordance with the Collection Workshops Manual and Working Objects Guidelines.
- Execute agreed scheduled inspection and maintenance programmes.
- Provide regular updates on current projects as agreed with the Senior Workshop Engineer – Rail & Steam and contribute to the recording of work undertaken.
- Assist the Head of Collection Workshops to develop and update the Collection Workshops Manual and Working Objects Guidelines; and to develop and/or adopt any relevant technical codes and standards.
- Ensure that all collection and non-collection items are stored, transported, used and operated (where required by the Collection Workshops team) in accordance with Museum policy while in the care of the section, and that all problems with the condition and/or use of any Museum items are reported promptly.

- Issue purchase orders and approve payment of invoices where required to achieve section objectives, as agreed with the Head of Collection Workshops and in accordance with MOTAT’s financial guidelines and parameters, in order to achieve best value.
- Ensure adherence to the MOTAT Collection Policy, such that Museum items are always cared for appropriately and maintained at an agreed standard.
- Actively promote a safety and wellbeing culture within the workplace, and ensure that all safety and wellbeing procedures are understood and followed.
- Ensure that any relevant compliance requirements are met, including statutory and/or regulatory certifications, and that all associated documentation is correctly completed and made appropriately accessible.
- Ensure that team members and contractors are following all relevant published MOTAT Standard Operating Procedures, as outlined by the Safety and Wellbeing Advisor.
- 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.
- Follow all People and Performance management policies and procedures.
- Embrace a mindset of continuous improvement in understanding and implementing the principles of Te Tiriti o Waitangi.
- Model behaviours consistent with MOTAT values.
- Comply with all museum policies and procedures including but not limited to Health & Safety and the Museums Aotearoa’s Code of Ethics.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT’s business objectives are met.

KEY PERFORMANCE INDICATORS

- All project and machine shop team members are appropriately supervised and motivated, and work is appropriately delegated.
- Delegated project cost, quality, and timescale targets are met.
- All inspection and maintenance programmes completed as agreed and to schedule.
- All work areas are clean, tidy and safe for MOTAT Team Members, contractors, and visitors.
- 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.
- Enhance the visitor experience by making work areas appropriately accessible, engaging with and informing museum visitors.
- Positive collaboration with other sections and departments to achieve collection-related objectives.
- All MOTAT policies and procedures are complied with at all times.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for: Nil

Internal Liaison: Head of Conservation and Collection Care, Head of Registry, Collections Team (inc. volunteers), Public Programmes Team, Technology in Action Manager, Environment & Sustainability Team, Exhibitions Team

External Liaison: Contractors and Suppliers

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

REQUIRED

- Experience of heavy engineering with relevant trade qualifications.
- Qualifications to operate full range of relevant workshop machinery (as required) with proven experience.
- Mechanical knowledge and experience.
- Experience as supervisor, with demonstrable ability to plan work, determine budgets and manage project budgets.
- Basic computer literacy.
- Strong attention to detail and accuracy.
- Excellent interpersonal skills.
- Ability to lift heavy items.
- Current full driver's licence.

DESIRABLE

- Experience of working on boilers, steam engines, and other industrial heritage items.
- Experience in, or an understanding of, museum practice relating to maintenance and restoration, and/or experience of working with heritage artefacts.
- Experience in training staff.
- Current forklift licence.

Ō MĀTAU UARA OUR VALUES

AUAHATANGA INNOVATION	We will be courageous and try new things.
NGĀTAHITANGA COLLABORATION	We will work as a team that respects and supports others.
MOTUHĒHĒTANGA INTEGRITY	We will act ethically and with respect and transparency.
PŪMAUTANGA SUSTAINABILITY	We will foster knowledge and promote technology that is beneficial to our community and environment.

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.