



**Tauranga**City

## Job description

<b>Title</b>	<b>Operator – Structures (Walkways Maintenance)</b>
<b>Number</b>	TBC
<b>Group</b>	Community Services
<b>Division</b>	City Operations
<b>Reports to</b>	Foreperson and Supervisor - City Operations
<b>Direct reports</b>	N/A
<b>Date</b>	May 2024

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

### Job purpose:

The primary purpose of the Operator – Structures (Walkways Maintenance) role is to repair, maintain and build structures to a high standard. This role is a hands-on and physically demanding role. Structures work is varied and can include: installing signage and bollards, building a large variety of fences/ bridges/ platforms/ steps/ handrails/ boardwalks/ retaining walls, boxing and placing concrete, removal of graffiti, track refurbishment, aggregate replenishment, digging drains, culverts and swales. The Walkways Team maintain approx 116kms of walkways across the city so it is a varied and busy role.

- Typical hand and power tools used in this role include: drop saw, skill saw, drill, sander, electric wheelbarrow and occasionally a nail gun.
- This role requires lifting of bollards and timber so a knowledge of manual handling is very important.
- Hours are 7am to 3.30pm, 40-hour week.

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## Key outcomes and responsibilities:

<p><b>Walkway Structures across Tauranga are well built and maintained.</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate capability to maintain and construct all structures and landscaping to the highest building code standard.</li> <li>• Possess a variety of knowledge across building and carpentry methods and materials.</li> <li>• Deliver the work you have been assigned to the best of your ability. Be adaptable as work schedules may change at the last minute due to community concerns or weather issues.</li> <li>• Work collaboratively with your team to get the job done.</li> <li>• Use the team's technology system to accurately track started and completed work including taking photos.</li> <li>• Consistently meet KPI's relating to quality and time.</li> </ul>
<p><b>The City Operations Team is always learning and improving.</b></p>	<ul style="list-style-type: none"> <li>• Attend training and development opportunities to upskill yourself on an ongoing basis.</li> <li>• Actively contribute to team toolbox meetings with ideas and issues.</li> <li>• Actively listen and learn from Foreperson/ Supervisor/ Team Leaders and your peers.</li> </ul>
<p><b>The City Operations Team has a team culture that is positive, respectful and focused on health &amp; safety.</b></p>	<ul style="list-style-type: none"> <li>• Prioritise health and safety at all times (your own, our teams and the communities). Follow health and safety guidelines and always ask if you are unsure.</li> <li>• Show respect and care for others.</li> <li>• Don't come to work under the influence of drugs and/ or alcohol or other illegal substances.</li> <li>• Report wrongdoing or misconduct to a leader such as miss use of TCC assets, theft or bullying.</li> <li>• Use common-sense and do what is right for the community.</li> <li>• Show respect TCC's assets, machinery, vehicles and plant.</li> <li>• Engage with the community/ public in an appropriate way. Acting as an ambassador for the TCC.</li> <li>• Communicate any issues or concerns with your leader as soon as possible.</li> </ul>

Please note the job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

### What we are looking for:

Essential
<ul style="list-style-type: none"><li>• Relevant experience in hard landscaping, carpentry or construction.</li><li>• Relevant qualifications such as First Aid, Traffic Management and ideally completing or willing to complete an Apprenticeship in Landscape Construction.</li><li>• Wheels, tracks and rollers and the ability to use a small digger would be a bonus.</li><li>• Competent mobile phone usage including using work related app's (eg. Survey 123, Maps, Success Factors, Damstra)</li><li>• An understanding of Traffic Management, ideally holding a TMO certification or higher.</li><li>• A positive attitude and a willingness to listen and learn.</li><li>• A track record in being reliable and committed to your work, taking pride in everything you do.</li><li>• A genuine focus on Health and Safety and willingness to speak up.</li><li>• Physically fit and healthy with the ability to work outdoors on your feet all day.</li><li>• A full clean NZ Drivers licence.</li><li>• Strong communication skills.</li><li>• A proven team player.</li><li>• Honesty and integrity (this is critical)</li><li>• The ability to be a positive ambassador for TCC, interacting with all community members in a respectful and appropriate way.</li><li>• Ability to pass a pre-employment medical and drug and alcohol testing</li></ul>

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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections