



TaurangaCity

Job description

Title	Carpenter – Facilities Renewals
Number	TBC
Group	Operations and Infrastructure
Division	City Operations
Reports to	Supervisor – Renewals
Direct reports	N/A
Date	October 2026

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 Carpenter – Facilities Renewals role is to deliver construction and repair services across a wide range of Tauranga City Council assets, ensuring they are maintained to a safe and functional standard.

The Carpenter must ensure work is completed safely, in a timely manner, meets the needs of all stakeholders and aligns with the contract specifications and forecasted timelines.

TCC assets vary massively and can be community, residential or commercial.

Examples of projects may include: include Sports Clubs refurbishments, creation of a seawall (concrete or timber), insertion of bollards, building a deck, inserting new kitchen cabinetry, laying the concrete foundation for cricket wickets, installing a roof on a commercial property and fencing (steel or timber). Note: this is not an exhaustive list.

A **Renewals Program** refers to a planned and systematic approach to maintaining, upgrading, and replacing the council's buildings and assets that have reached the end of their useful life or require significant repairs. The purpose of this program is to ensure that council-owned or managed facilities remain safe, functional, and aligned with community needs. Depending on work-flow and commitments to deadlines, there is always a possibility of assisting in the reactive side of Facilities too.

- Normal hours are 7am to 3.30pm, 40-hour week, but flexibility is required as some buildings assets may not be accessible during this time.
- On-call work **is an optional** part of this role (additional allowances will be paid), typically one week out of ten rotating roster.
- Vehicle (not for private use) and all tools and specialist plant will be provided.

Key outcomes and responsibilities:

The Carpenter is multi skilled and delivers an exceptional quality of work regardless of the task at hand.	• This is a mixed role which will include general carpentry, painting (internal and external), concreting (mixing, laying, shuttering), roofing, flooring, machine operation (WTR ideally) , plastering as well as many other similar tasks. • Complete planned / scheduled tasks either independently or as part of a small crew. Complete projects on time and to budget. • Collaborate with general contractors, electricians, and other construction professionals. • Involved in site meeting and stakeholder updates. • Keep up to date with any changes to the relevant codes and standards such as the NZ Building Code. • Can follow methodologies and set out jobs.
TCC assets are well maintained and work is completed in a timely manner to high standards.	• 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. • Use the team's technology system to accurately track started and completed work including taking photos. • Consistently meet KPI's relating to quality and time. • Make purchase decisions that are robust.
The City Operations Team is always learning and improving.	• Keep up to date with new technology and methodologies in the industry. Always be looking at ways to improve quality of work, longevity of solutions and satisfaction of end users. • Attend training and development opportunities to upskill yourself on an ongoing basis.

	• Actively contribute to team toolbox meetings with ideas and issues. • Actively listen and learn from Supervisor/ Team Leaders and your peers. • Share your expertise with others.
The City Operations Team has a team culture that is positive, respectful and focused on health & safety.	• 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. • Show respect and care for others. • Possess a real customer focus. • Don't come to work under the influence of drugs and/ or alcohol or other illegal substances. • Report wrongdoing or misconduct to a leader such as miss use of TCC assets, theft or bullying. • Use common-sense and do what is right for the community. • Show respect TCC's assets, machinery, vehicles and plant. • Engage with the community/ public in an appropriate way. Acting as an ambassador for the TCC. • Communicate any issues or concerns with your leader as soon as possible.

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
• At least 5 years' experience in a carpentry role dealing with a wide variety of work across residential and commercial. • A relevant carpentry or building qualification or equivalent significant experience. NZ Carpentry Qualified Builder or BCITO preferred. • WTR endorsement will be a bonus but not essential. • A track record of being self-motivated and reliable. • A proven track record of delivering great quality work. • Organized and able to prioritize on the fly.

- Be able to source pricing and cost small jobs and work autonomously.
- Full and current NZ driver's license.
- Ability to use technology including GIS maps, work tracking apps, MS Office suite and Excel. A track record in using our systems consistently.
- Curious and practical with a real commonsense approach.
- A positive attitude and a willingness to listen and learn.
- A proven willingness to champion Health and Safety guidelines at all times. Role modeling safe practices.
- Strong communication skills.
- Be physically fit with the ability to lift 20kg.
- Honesty and integrity.
- The ability to be a positive ambassador for TCC, interacting with all community members in a respectful and appropriate way.
- The ability to pass a pre-employment medical, drug and alcohol testing.
- We are looking for a team member that demonstrates respect, tolerance and kindness to others as well as being punctual and hardworking.

Here to make Tauranga better



WHANAKE TE TAI

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