



**Tauranga**City

## Job description

<b>Title</b>	<b>Handyperson – Facilities</b>
<b>Number</b>	TBC
<b>Group</b>	Community Services
<b>Division</b>	City Operations
<b>Reports to</b>	Supervisor – Facilities Renewals
<b>Direct reports</b>	N/A
<b>Date</b>	October 2025

### 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 Handyperson is to provide maintenance and repair services across a wide variety of TCC assets. This is a generalist role that may include aspects such as carpentry & building, water blasting/ cleaning, painting & plastering, renovation work (including installation), carpeting, floor coating and gardening, landscaping and removal of graffiti. This is a very hands-on and varied role requiring a very practical and common-sense approach. Handypeople must have a broad range of experience across all of the above domains.

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

The handyperson work load is both reactive and planned so the ability to prioritise and adapt is key.

- 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 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.

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## Key outcomes and responsibilities:

<p><b>The handyperson is multi skilled and delivers an exceptional quality of work regardless of the task at hand.</b></p>	<ul style="list-style-type: none"> <li>• Deliver general handyperson services such as: Minor paint/plaster repairs, liquid membrane waterproofing application, small-scale building work, small-scale bathroom renovation work, installation of kit set kitchens and cabinets, construction of timber fences/decks and repair, medium-scale GIB board fixing, garden maintenance, landscaping, laboring, rubbish removal, graffiti removal and exterior high-pressure cleaning. As a handyperson you need to be comfortable tackling a huge array of maintenance tasks. Generally, all work will be scheduled and planned. There will be a huge focus on completing tasks and projects on time in full.</li> <li>• Collaborate with general contractors, electricians, and other construction professionals.</li> <li>• Involved in site meeting and stakeholder updates.</li> <li>• Keep up to date with any changes to the relevant codes and standards such as the NZ Building Code.</li> <li>• Act as a first responder to assess faults.</li> </ul>
<p><b>TCC assets are well maintained and work is completed in a timely manner to high standards.</b></p>	<ul style="list-style-type: none"> <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> <li>• Make purchase decisions that are robust.</li> </ul>
<p><b>The City Operations Team is always learning and improving.</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <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 Supervisor/ Team Leaders and your peers.</li> <li>• Share your expertise with others.</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>• Possess a real customer focus.</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>
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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:

<b>Essential</b>
<ul style="list-style-type: none"> <li>• At least 5 years' experience in a similar generalist handyperson role dealing with a wide variety of issues across residential and light industrial.</li> <li>• A relevant qualification from one of the following trades (building, carpentry) would be preferred but not essential if extensive experience is evident.</li> <li>• A track record of being self-motivated and reliable.</li> <li>• A proven track record of delivering great quality work.</li> <li>• Organized and able to prioritize on the fly.</li> <li>• Be able to source pricing and cost small jobs and work autonomously.</li> <li>• Full and current NZ driver's license.</li> <li>• Ability to use technology including GIS maps, work tracking apps, MS Office suite and Excel. A track record in using our systems consistently.</li> <li>• Curious and practical with a real commonsense approach.</li> </ul>

- 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.
- 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.

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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