



Tauranga City

Job description

Title	Operator – Structures
Number	TBC
Group	Community Services
Division	City Operations
Reports to	Foreperson and Supervisor - City Operations
Direct reports	N/A
Date	September 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 **Operator – Structures** role is to repair, maintain and build timber 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, maintaining and refreshing sand ladders/ seating/ picnic tables, boxing and placing concrete, maintenance of playgrounds, removal of graffiti, painting and cushion-fill renewal. To be successful in this position you need a wide range of carpentry skills and a natural problem-solving ability.

- 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. Physical fitness is also key.
- Hours are 7am to 3.30pm, 40-hour week.

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Key outcomes and responsibilities:

<p>Structures across Tauranga are well built and maintained.</p>	<ul style="list-style-type: none"> • Demonstrate capability to maintain and construct all structures and landscaping to the highest building code standard. • Possess a variety of knowledge across building and carpentry methods and materials. • 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. • Work collaboratively with your team to get the job done. • Consistently use the team's technology system to accurately track started and completed work including taking photos and adding comments. • Consistently meet KPI's relating to quality and time.
<p>The City Operations Team is always learning and improving.</p>	<ul style="list-style-type: none"> • 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 Foreperson/ Supervisor/ Team Leaders and your peers.
<p>The City Operations Team has a team culture that is positive, respectful and focused on health & safety.</p>	<ul style="list-style-type: none"> • 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. • 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

- Relevant experience in hard landscaping, carpentry or construction.
- A positive attitude and a willingness to listen and learn.
- A track record in being reliable and committed to your work, taking pride in everything you do.
- A genuine focus on Health and Safety and willingness to speak up.
- Physically fit and healthy with the ability to work outdoors on your feet all day.
- A full clean NZ Drivers licence.
- Strong communication skills.
- A proven team player.
- Honesty and integrity (this is critical)
- The ability to be a positive ambassador for TCC, interacting with all community members in a respectful and appropriate way.
- Ability to pass a pre-employment medical and drug and alcohol testing

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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