The Maintenance Supervisor is responsible for procuring contracted services and managing contractors to enhance and maintain property and facilities owned by GNS Science.

Reports to: Property and Facilities Manager
Department: Property and Facilities Management
Group: Business Services
Tenure: Permanent
Location: Wairakei
Direct reports: Nil
Budget: Nil
GNS Band: 5
Date: September 2020

Property and Facilities Functions include:
- Property capital development for GNS Science owned property
- Property lease arrangements for GNS Science leased premises
- Property maintenance for GNS Science owned property
- Procurement and maintenance of GNS Science vehicle fleet
- Procurement of building and maintenance goods and services including security, cleaning, office equipment, electricity, laundry services and waste management
- Managing fire drills and evacuation procedures

Position priorities and responsibilities

Property and Facilities Management
- Coordinate or undertake as appropriate the day to day operational property work across the GNS Science Wairakei and associated properties including building compliance, reactive maintenance and minor building project
- Ensure the proactive and reactive property and facilities maintenance activities are performed and completed on time, to budget and to an appropriate standard
- Support the procurement of appropriate outsourced services and supervise the management of contractors on a day-to-day basis
- Assist the Facilities Maintenance Manager to develop a maintenance and building capital works plan
- Prepare and complete work schedules, job logs and paperwork related to the delivery of maintenance including recording daily maintenance activity
• Act as an escalation point for any day-to-day property maintenance issues
• Plan, schedule, forecast and manage the delivery of preventative maintenance and routine equipment checks and troubleshoot problems
• Develop on-going improvements to property processes by assessing repairs, maintenance and operating expenditure and evaluating cost effective options
• Ensure building and equipment compliance with applicable quality controls objectives, audit requirements, policies, processes and codes environmental and H&S regulations and legislation
• Coordinate and oversee the day-to-day work of the Cleaning, Grounds and Maintenance contractors etc as required

Team Work

• Work effectively as a member of the Property and Facilities Department to support other team members and provide coverage of functions
• Work with other team members to ensure workloads are fairly spread and manageable across the Department
• Work with other team members on projects
• Support a positive culture and morale

General Maintenance Duties

• Undertaking or coordinating the disposal, repair, movement, assembly and disassembly of desks, tables, displays, shelving and other furniture as required
• In conjunction with the appropriate staff coordinate the recycling of all scrap metal build up
• Where necessary and as appropriate coordinate or provide labour to assist with large waste management projects that may be out of scope of main contracts (associated with clean ups, or larger non-standard disposals
• Other duties and responsibilities that support the effective running of the GNS Science facilities

Deliveries and Storage

• Assist with the delivery of large items, equipment and assets which require forklift operation
• Undertake forklift refresher training
• Manage the storage of large items, equipment and assets to ensure items are accessible

Responsibilities of all staff

• Comply with all GNS Science policies and procedures
• Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key Working Relationships

Internal:
• Administration team, Procurement Specialist, managers and staff

External:
• Preferred suppliers, vendors, contractors, vehicle maintenance companies
Person specification

Skills, knowledge and attributes

- Knowledge and understanding of property management principles and their application
- Positive attitude
- Building qualification – Trade certificate in joinery/carpentry
- Strong knowledge of the requirements of the Health and Safety at Work Act
- Expert knowledge of electrical and other tools and equipment
- Strong interpersonal skills
- Customer service orientation
- Proven ability to problem solve
- Professionalism
- A track record of working in a planned and coordinated approach
- Able to manage and drive activity through time of ambiguity
- Working knowledge of Microsoft packages including Outlook and Word
- Develops builds and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol)

Experience

**Essential:**
- At least 3 years’ practical experience in property or facilities management
- Experience with contract management including agreements and contractual arrangements

Qualifications

**Desirable:**
- A relevant trade qualification or equivalent practical experience

Other requirements

**Essential:**
- Drivers licence
- Forklift licence ‘F’ endorsement
Competencies

The following competencies are expected of all staff:

► **Results Orientation**: The ability and commitment to achieve effective results, and work towards or exceed agreed goals.

► **Business Focus**: The ability and desire to apply appropriate principles and practices to maximise revenue, minimise cost, while meeting our obligations.

► **Relationship Management**: The ability and commitment to develop and maintain effective relationships with groups and individuals.

► **Communication**: The ability to express thoughts and ideas clearly and consistently (orally and in writing).

► **Innovation and Initiative**: The ability and commitment to seek and use better ways of doing things (to improve personal and GNS Science performance).

► **Teamwork**: The ability to establish and maintain effective and cooperative relationships.

► **Professional Integrity**: Act in a manner that conveys high personal and professional standards.

► **Technical Expertise**: The ability to maintain and develop technical expertise.

► **Leadership and Management Skills**: The ability to inspire others to achieve desired results and to develop and enable others to realise their full potential.