

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Trades Assistant (Staff Scale –Assistant Trades Scale)
DEPARTMENT:	Property and Campus Development
SCHOOL/DIVISION:	Trade Services
REPORTS TO:	Trade Services Team Leader
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil

1. PRIMARY PURPOSE OF THE ROLE:

Provide a range of property maintenance related services to the assigned portfolio. Collaborate with portfolio management, operational staff and assigned Property Services staff to implement the delivery of maintenance and operational building services per agreed performance metrics. Co-ordinate and provide effective and efficient maintenance of building facilities and utilities to provide safe and compliant environments.

Assist Trade Services to deliver excellent, client-focused services that enhance customer experience. Implement the overall delivery of all maintenance related activities and care of buildings. Identify, record and report back to management on facilities condition and improvement options. Assist as directed with specific activities. On behalf of Facilities Manager, monitor Compliance, and Operational on-site activities to ensure University Hand Safety policies are adhered to.

Actively contribute to a culture of continuous improvement. Ensure effective and timely attendance, monitoring and delivery of on-site compliance, planned and reactive works.

For the Trade Assistants embedded in the Colleges, as part of the University of Otago's Pastoral Care requirements under the Pastoral Care Amendment Act 2019, this position will form part of the greater pastoral and welfare network for the residents. It is expected that when attending to your core duties in the collegiate environment, you will be mindful of student welfare and pastoral care. Pastoral Care is defined as, contributing to a positive and supportive environment that assists the college residents with their learning and wellbeing.

This will involve:

- Working with the College Warden and other relevant staff to facilitate the correct processes or procedures in relation to the wellbeing of college residents
- Encourage good hygiene practices
- Identify students who may be at risk and escalate through agreed processes

- Report any welfare issues concerning residents if they come across issues of concern
- Assist with information on support services for health / disability support
- Assist senior staff in supporting college residents as required

2. ACCOUNTABILITIES:

- Assist with associated tasks within allocated Portfolio. Act on instruction from allocated supervisor, Facilities Coordinator or portfolio Management regarding on-site activities and proactively partner to assist in the delivery of safe, sustainable, compliant, innovative, and future-focused solutions, minor works projects, and maintenance.
- Actively identify and provide reporting for up-to-date records of identified maintenance activities.
- Assist the Facilities Coordinator as required in the delivery of building owner compliance related checks and record keeping for facilities related services, ensuring University policies and current health and safety practices are adhered to within the Portfolio grounds.
- Assist with responding to and maintaining a maintenance schedule and programme for the care of the Portfolio buildings and grounds.
- Ensure all planned, compliance, corrective and reactive maintenance activities are carried out in a timely manner.
- When instructed attend to faults and defects in accordance with agreed service levels and with the least possible risk and inconvenience to building occupants or residents.
- Be familiar with mechanical, heating, electrical and compliance systems in order to either provide reliable services with minimal disruptions or report on identified defects for attendance by suitably qualified persons.
- Assist in data collection and recording tasks for building related assets when requested.
- Assist in attending to portfolio-specific operational activities and requests from management including general daily maintenance, set up and decant of conferences, movement of college equipment/furniture, waste and recycling management and grounds maintenance. Monitor and report to management on status, progress and improvement of activities.
- Assist to and fix items raised on work requests for reactive and corrective maintenance items. Report as appropriate identified building elements nearing end of life or no longer fit for purpose.
- Assist with on-site compliance, health and safety checks, sign-ins and certificate licences. Ensure all services entering college grounds are University compliant.
- When required, be available to respond to emergencies such as mechanical breakdown of heating and plumbing services, failure of lights and emergency circuits or any other operating systems in the college.

3. KEY RELATIONSHIPS:

Internal:

- Directors of all University Divisions.
- Senior University Management.
- Divisional staff.
- Students.
- Risk, Assurance and Compliance Office.
- Project Management Office.
- Office of Sustainability.
- Health, Safety and Compliance Office.

- Human Resources.
- Directly responsible to -Trade Team Leader/Foreman.
- Under Overall Direction of – Head of Trade Services, Trade Services Operations Manager.

Functional relationships with:

- CACLS Facilities Coordinator
- Property Services staff and college staff (when embedded in the colleges).

Supervision of: N/A.

External:

- Otago University Students' Association.
- Affiliated Colleges.
- Local and Regional Authorities.
- Local Social Agencies.
- Government Departments.
- Health, Safety and Compliance Office.
- Consultants to the University.
- Contractors.
- Trade Specific Associations.
- Suppliers.
- Whānau of residents.

4. QUALIFICATIONS & EXPERIENCE:

- Physically fit and able to complete manual work.
- Experience in trade related activity, construction, mechanical, painting industry or similar.
- Knowledge of basic hand tool use.
- General workshop and construction skills.
- Co-operative and have a positive attitude to work.
- Good communication skills.
- Experience in health and safety best practice

5. TECHNICAL SKILLS & KNOWLEDGE:

- Ability to undertake general maintenance repairs to selected items and equipment
- Knowledge of operating audio visual and basic IT systems
- Adequate ability in computer skills for uploading and communicating data information onto company supplied software systems
- Knowledge and understanding of effective risk management as applies to the role
- A full Driver's license - Class 1 (Class 2 - Desirable)
- Dangerous Goods Manual Handling Certificate (Desirable)
- Fire Warden Certification (training provided)
- Current First Aid Certification (training provided)

6. SPECIAL REQUIREMENTS:

- Contribute as part of a network of Property Services Trade Services staff and collaborating with Facilities Co-ordinator staff to provide suitable coverage during periods of leave, peak period activities and to cater for University and customer requirements.
- Ability to be available at short notice to participate in the response of unplanned or emergency events.

7. DIRECT BUDGET ACCOUNTABILITY:

None

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.