

Operations Support Technician

Kaupapa | Purpose

1. To create a positive and supportive environment for the teaching staff, by ensuring they have the materials and the equipment they require to carry out their lectures and practical sessions.
2. To fulfil necessary administrative obligations this includes stock and asset management
3. Technical responsibility for maintenance, ordering, training, asset management and space set up
4. To assist tutorial staff with teaching resources
5. Maintain knowledge of existing and new technology in order to maintain or repair equipment, and to advise on the upgrading of facilities and software

Reports to: Operations Manager

Team: Trades

Location: Rotokauri campus

Remuneration: Wintec IEA Band 3 (\$59,700 - \$74,600)

Date: October 2026

Ngā Hononga Mahi | Working relationships

Internal: Academic kaimahi, administration kaimahi, Team Managers, Team Leaders, Coordinators, Technician team

External: Business/Industry/Community, Consultants, ākonga

Resource delegations and responsibilities:

Financial: Nil

People: Nil

Ngā mahi | Do

Provide for the day-to-day care of teaching spaces in accordance with the instructions and codes of the Waikato Institute of Technology

- To assist tutorial staff in with teaching resources

- Support daily operations may include scheduling, orientation of staff and students
- Troubleshoot equipment failures and initiate work orders
- Manage specialist equipment and trade supplies
- Conduct maintenance plans and reports as appropriate
- Assist with workshops and tours (Wintec events)
- Keep equipment records and other inventories of consumables and minor items, stocktaking and ordering materials and equipment as required
- Stock inventories are kept up-to-date and materials ordered when required
- Develop annual orders where applicable
- Set up equipment for the use of students and do any necessary adjustments, calibrations or checks to ensure it functions as required
- Organise repair of equipment as necessary
- Equipment will be available and in working order for timetabled practicals
- Organise waste/scrap management where required
- Ensure Health and Safety policies are followed
- Welfare of resident animals is maintained
- Animals are fed, and enclosures and cages are kept clean
- Any health concerns are passed to the surgery coordinator or senior vet nurse
- Animal house is kept clean and tidy.
- Provide support and assistance with Horticulture and Arboriculture from time to time

Assisting mainly during term breaks

- Assisting across Wintec to reset learning spaces
- Completing maintenance tasks and/or repairs
- Practical spaces are kept clean and tidy

Health, Safety and Wellbeing

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge;
- Significant hazards are eliminated, isolated and/or risk minimised;
- Staff in the area of responsibility are involved in the hazard management process;
- Relevant health and safety training is identified and completed for key staff and those with specific job/training requirements;
- Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities;

- Follows all Wintec’s policies and procedures and legislative obligations;
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO);
- Demonstrates an understanding of and commitment to Wintec mission, strategies, priorities and values;
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner;
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

Other duties

- Performs other duties as may be reasonably required from time to time.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Education/training

- Relevant qualification in related trade sector
- Full New Zealand drivers’ licence

Experience

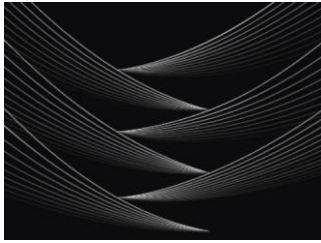
- Knowledge of health and safety issues;
- Knowledge and experience of relevant animal technology and laboratory experience.

Typical knowledge, skills and attributes

- Able to exercise judgement in problem solving
- Ability to be innovative, to question the status quo and to adapt to changing circumstances
- Ability to use initiative
- Highly developed interpersonal and relationship skills

- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes

Wintec Values



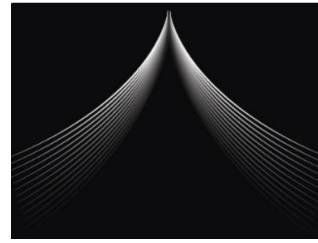
Manawa nui | We reach out and welcome in

We lead with aroha, act with humility, and create space for others to belong. Manawa nui reminds us to extend compassion, to uplift each other, and to hold firm in our values under pressure.



Manawa roa | We learn and achieve together

This is about persistence, patience, and progress. Manawa roa calls us to stick with challenges, grow through feedback, and support each other's learning journey — even when things get hard.



Manawa ora | We strengthen and grow the whole person

Manawa ora speaks to collective wellbeing. It's about restoring balance, nurturing mauri, and creating spaces where we can succeed. Physically, mentally, spiritually, and emotionally.