

## TE WHAKAATURAKA MAHI / JOB DESCRIPTION

**Position Title** *Te tūraka mahi* : Plumbing or Mechanical Services Technician

**Area** *Te Tari*: Campus Services and Environment

**Reports to (title)** *Ka whakaratia e*:

Director: Campus Services & Environment

**SP10 placement:** to be confirmed

### Primary purpose *Te take matua*

Perform tasks relating to the operation of the plumbing, boilers, building management system, maintenance, repair, installation, troubleshooting, and preventative/planned maintenance of HVAC, mechanical, and assist other maintenance workers and contractors as needed.

This role encompasses all plumbing and mechanical services and assets owned or operated by Otago Polytechnic. The responsibilities are to maintain these assets to current best practice methods to ensure a safe, comfortable, and secure learning environment for students, staff, and the public.

### Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Repairs and Maintenance	<ul style="list-style-type: none"> <li>• Prioritisation of maintenance, reactive works, and planned programmes based on risk, criticality, and impact on operations.</li> <li>• Conduct preventative and corrective maintenance on all OP HVAC, mechanical and plumbing assets either directly or indirectly through the engagement of contractors as required.</li> <li>• All preventative maintenance is carried out to 95% on time delivery and by the most sustainable methods.</li> <li>• All corrective maintenance requests are completed within the required timeframes.</li> <li>• Ensure all contractors operate in accordance with OP H&amp;S systems, permits, and standards</li> <li>• Review and verify contractor work quality, compliance, and documentation</li> <li>• Ensure contractor time is accurately recorded, invoiced, and meets OP quality standards.</li> <li>• Communicate with customers and management where equipment failures may impact the learning environment.</li> </ul>
Building Management System (BMS)	<ul style="list-style-type: none"> <li>• Manage and oversee the Building and Energy Management System (BMS) to ensure a fit-for-purpose, efficient environment.</li> <li>• Monitor and operate building systems via BMS, including interpreting system data, temperatures, pressures, and alarms.</li> <li>• Identify, troubleshoot, and respond to system faults and BMS alarms.</li> </ul>

	<ul style="list-style-type: none"> <li>• Optimise system performance through analysis, system adjustments, and continuous improvement.</li> <li>• Work across HVAC, controls, and automation systems to improve efficiency and reliability.</li> <li>• Maintain accurate records of maintenance, faults, and asset history.</li> <li>• Ensure documentation is complete, current, and audit-ready.</li> </ul>
Boiler Systems Operation	<ul style="list-style-type: none"> <li>• Operate and maintain boilers safely and efficiently in accordance with relevant standards and codes of practice</li> <li>• Monitor and interpret controls, temperatures, pressures, alarms, and system performance</li> <li>• Perform routine maintenance, fault finding, and respond to plant faults or emergency situations</li> <li>• Maintain formal competency in boiler operation and ensure compliance with applicable Code of Practice</li> <li>• Monitoring and controlling boiler plant systems safely</li> <li>• Respond to critical plant failures and coordinate recovery actions to minimise impact on campus operations</li> <li>• Participate in after-hours or on-call response as required.</li> </ul>
Asset Management & Maintenance Programme	<ul style="list-style-type: none"> <li>• Maintain accurate asset data within the asset register, including condition, criticality, and maintenance history</li> <li>• Support lifecycle planning, renewal forecasting, and capital planning processes</li> <li>• Undertake condition assessments and contribute to asset performance reporting</li> <li>• Assist in identifying asset risks and prioritising maintenance or replacement programmes. Input into asset replacement decisions.</li> <li>• Monitor and report on asset performance, maintenance completion, and system reliability</li> <li>• Provide data-driven insights to support operational and capital decisions</li> <li>• Assist in the development of the Asset Maintenance programme for HVAC, mechanical and plumbing assets; ensure that best practice maintenance methodologies are documented for all assets.</li> <li>• All HVAC mechanical and plumbing assets have a preventative maintenance schedule based on frequency or run hours;</li> <li>• All HVAC mechanical and plumbing assets have documented specific maintenance checks;</li> <li>• The annual maintenance schedule is completed 95% on time;</li> <li>• Conduct spare parts review for critical HVAC assets to ensure continuity of operation if failures occur.</li> <li>• Manage and maintain spare parts.</li> </ul>
Projects	<ul style="list-style-type: none"> <li>• Provide scope, costs, job task breakdown, and execution of assigned projects.</li> <li>• Assigned projects are delivered on time to approved budget levels</li> <li>• Assist contractors with information and/or help with assigned job/project</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>• Undertake all other requests from your manager that are a reasonable expectation of this position.</li> </ul>
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> <li>• Fair treatment in the workplace is delivered and observed</li> </ul>

Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> <li>• Achievement of a healthy and safe work and learning environment</li> <li>• New and existing hazards will be pro-actively identified and managed</li> <li>• Incidents, accidents and occupational illnesses immediately reported</li> <li>• Safe work methods will be adhered to including the use of Personal Protective Equipment</li> </ul>
Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in <a href="#">The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021</a>	<ul style="list-style-type: none"> <li>• Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role.</li> <li>• Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement.</li> <li>• Awareness to attain OP as an inclusive environment for all cultures and languages.</li> </ul>
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> <li>• Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business.</li> <li>• Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7</li> <li>• Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)</li> </ul>
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> <li>• Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes</li> <li>• Our values are consistently demonstrated.</li> </ul>

### Inherent Requirements:

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

### Key working relationships *Kā honoka mahi matua*

Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Director: Campus Services and Environment	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Campus Services Team	Collegial support and advice, work distribution, peer discussions in a self-managing team environment. Work in partnership with others.
Wider OP Kaimahi (Staff)	Work with programmes to help advance the priorities and aspirations all learners Provide advice and support. Seek feedback and input and provide information
Suppliers and Contractors	Provide strategic and operational advice (both ways). Provide assistance and seek instruction on a wide range of matters

External partners, including but not limited to industry, community and mana whenua	Work in partnership to understand needs and how we can meet these.
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**Decision making authority *Kā rakatirataka whakatauka***

Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

**Position dimensions *Kā āhuataka tūraka***

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue: N/A**
- **Budget: N/A**
- **Number of employees reporting directly: N/A**

**Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka***

Essential:

- Comprehensive knowledge of plumbing systems
- An understanding of Method Statements, Risk Assessments and Permit to Work Systems
- Ability to read and interpret schematic diagrams, written orders, control gauges, manufacturer's operating instructions, and to record boiler plant information
- Ability to understand and follow complex oral or written instructions
- Skill in repairing and maintaining various types of plumbing equipment
- Ability to be trained in the monitoring and operation of building management systems.

Desirable:

- Energy Management knowledge
- Ability to identify and implement energy efficiency improvements across mechanical systems
- Comprehensive knowledge of Mechanical and HVAC systems
- Comprehensive knowledge of building management systems
- Comprehensive knowledge of boiler operation standards and code of practice
- Ability to operate and regulate boiler plant equipment and to make adjustments as required for plant output
- Support energy monitoring, reporting, and reduction initiatives
- Skill in repairing and maintaining various types of HVAC, mechanical, and associated plant equipment

**Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako***

Essential:

- Trade qualification in Plumbing or Mechanical
- Significant experience in plumbing and/or boiler operations

Desirable:

- Demonstrate competency in monitoring and controlling boiler plant systems safely
- Demonstrate competency with building management systems.
- Energy Management & monitoring

## Personal Attributes *Kā Āhuatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi.
- Collaborative and facilitative leadership.
- High professional and ethical standards.
- Excellent communication skills, including the ability to present information clearly.
- Strong analytical and problem-solving abilities.
- Effective time and task management in high-pressure environments.
- Flexibility, responsiveness, and customer focus.
- Ability to work both independently and collaboratively.
- Attention to detail and accuracy.
- Values-based, outcomes-focused, and committed to sustainable practice.

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

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