

JOB DESCRIPTION

Job Title:	Engineering & Maintenance Technician
Department:	Engineering & Maintenance
Group / Team:	Engineering & Maintenance
Responsible To:	Lead Engineer Head of Engineering & Maintenance
Responsible For: (Total number of staff)	0
Job Purpose:	The role of the Engineering & Maintenance Technician is to assist engineers with Luge cart maintenance and in the safe and efficient operation of the Cableway, Luge and Maintenance departments.
Date last reviewed:	November 2024

SKYLINE VALUES



- We're ambitious and bold
- We always challenge the status quo
- We demand the best and protect our values
- We lead by example



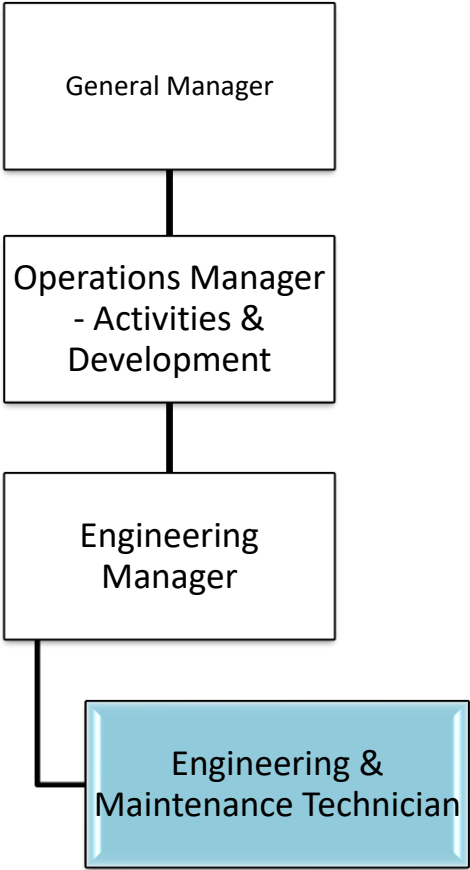
- We look after one another
- We value our guests and treasure their experiences
- We respect our environment and our community
- We build a safe space for ourselves and our guests



- We make growth happen
- We anticipate and welcome change
- We get on with stuff and always go above and beyond
- We own our actions and we inspire others to succeed



Organisation Context



Key Relationships

External: <ul style="list-style-type: none">• Suppliers• Contractors
Internal: <ul style="list-style-type: none">• Activities teams• Hospitality teams• Administration team

Key Result Area



The position of Engineering & Maintenance Technician encompasses the following major functions or Key Result Areas:

- Assist the Engineers in the management and control of all preventative maintenance in the Cableway and Luge departments, adhering to providing the highest levels of safety and complying with all relevant legislation, regulations and codes of practice.
- To ensure all cableway, chairlift and conveyor equipment is secured as appropriate
- Luge cart maintenance, both preventative and repair.
- Maintaining Luge carts and associated paperwork and reports as per maintenance schedule
- Advise the Lead Engineer and or the Head of Engineering & Maintenance on maintenance issues as required.
- Ensure that the most economic approach to spare parts/inventory purchasing is adopted and to comply with company purchasing policy
- General labouring and maintenance of buildings and facilities
- Interior finishing which includes but not limited to painting, joinery and cosmetic touch ups.
- Maintenance of commercial appliances and tag testing. Install structures and fixtures where required.
- Undertake scheduled preventative maintenance of the building, grounds and its facilities.
- Maintain effective communication, reporting to the Lead Engineer and or Head of Engineering & Maintenance.
- Ensure the health and safety of Skyline Queenstown staff and Skyline Queenstown guests
- To ensure appropriate measures are in place to facilitate the most efficient processing of guests through all areas of the Gondola system.
- To assist guests to embark or disembark the Gondola as appropriate.
- To ensure Gondola plant and public work areas are clean and well presented at all times via adherence to relevant cleaning results/schedules.
- To report all suspicious activities and dangerous instances as per procedural guidelines.
- To ensure all relevant Gondola plant equipment is secured as appropriate.
- To liaise with staff from other departments as necessary in an approachable communication style.
- To participate in team meetings as required.



Health, Safety and Incident Management

The Engineering & Maintenance Technician will be responsible for the effective management of all aspects of Health and Safety pertaining to both guests and staff alike.

- To ensure accidents and injuries are immediately attended to utilising procedural guidelines.
- To ensure accident injuries and near misses are accurately recorded utilising procedural guidelines.
- To ensure all Skyline Queenstown guests and staff are evacuated to the designated assembly point utilising procedural guidelines in the event of building evacuation.
- Keep informed on legislation, regulations and approved codes of practice and guidelines relevant to the workplace.
- Perform and review hazard assessments.
- Action any alerts from Mango that are relevant to the role.
- Ensure that changes in the workplace and new information are taken into account when assessments are reviewed.
- Undertake quarterly reviews of the process for the issue, renewal and maintenance of safety equipment and personal protective equipment.
- Ensure that all hazards and level of risk, accidents and incidents are correctly reported on Mango within 24 hours of the accident/incident.
- Deal with concerns from workers.
- Be prepared to make changes.
- Document instances when workers are verbally advised of unsafe actions and given training and instruction of correct procedure.



Financial Responsibilities

Controls a budget Y/N **NO**

Maximum that may be spent without reference to manager **\$0**

Can spend unbudgeted capital Y/N. **NO**

Is responsible for committing the organisation to long-term contracts **NO**

Signs correspondence for Company **NO**

Person Specification

Knowledge / Experience

Essential <i>(indicate years of experience required as appropriate)</i>	Desirable
<ul style="list-style-type: none">• 2+ years' aerial ropeways experience,• 2+ years' electrical / mechanical / hydraulics experience including preventative and reactive maintenance,• First aid trained• Working at Heights certified• PHEC trained• Qualified in PAT testing	

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

I accept the job description for the position of Engineering & Maintenance Technician.

Employee Name

Date

Employee Signature

