



Position Description

Company	Skyline Rotorua	Date	10/06/2026
Title	Trades Assistant	Reports to	Building Maintenance Supervisor
Team	Maintenance	Location	Rotorua

Our Purpose

Skyline's purpose is to share real fun with the world. Gravity is our superpower. But not our only power...

The purpose of this role is to assist with day-to-day maintenance and building tasks across the Skyline Rotorua complex. This role will provide support to the Builder and Building Maintenance Supervisor with building projects as required and helps deliver a range of operational improvements to ensure the site remains safe, functional and well-maintained.

Our Strategic Goals

<p>DELIVER: Target ROI from all SEL Business units</p>	<p>INVEST: In high potential businesses in outstanding locations</p>	<p>OPERATE: An efficient, agile and sustainable business</p>	<p>EMPOWER: Empower our people to deliver real fun</p>
---	---	---	---

Our Values and Culture

Skyline Rotorua is a leader in the New Zealand travel and tourism sector. We are successful because of the commitment of our staff towards our company's purpose; to share real fun with the world. We have three values that sum up how we communicate, behave, and work together to achieve our goals. We're Skyliners. We're brave, we care, and we do everything we can to deliver real fun and make people smile.










Scope of Role			
Responsible for		Peers	<ul style="list-style-type: none"> Builder
Organisation Context	<pre> graph TD GM[General Manager] --> CE[Chief Engineer] CE --> BMM[Building Maintenance Manager] BMM --> B[Builder] BMM --> TA1[Trades Assistant] BMM --> TA2[Trades Assistant] </pre>		

Key Relationships			
Internal	<ul style="list-style-type: none"> Maintenance Team Operational Department leaders 	External	<ul style="list-style-type: none"> Suppliers, contractors and consulting engineers/trades people.

Key Accountabilities and Tasks		
	Description	Weighting
Operational Responsibilities	<p>This role is responsible for supporting with the maintenance and ongoing improvement of the Skyline Rotorua complex. Key responsibilities include:</p> <ul style="list-style-type: none"> Carry out day-to-day maintenance tasks across the Skyline Rotorua complex efficiently and to a high standard. 	60%



	<ul style="list-style-type: none"> • Support the Builder with a broad array of tasks including building projects, concreting, plumbing and general maintenance. • Collaborate with the Activities team to assist with the maintenance and ongoing upkeep of Luge Tracks. • Identify and report maintenance issues or potential improvements to the Building Maintenance Supervisor and Chief Engineer. • Maintain and organise tools, equipment, and materials to support operational efficiency. 	
Working Effectively with Others	<ul style="list-style-type: none"> • Work collaboratively with the Builder and Building Maintenance Supervisor to ensure tasks are completed efficiently. • Provide guidance and support to other maintenance staff when required. • Assist in coordinating workflows with operational staff to minimise disruption to guests during maintenance or projects. 	15%
Quality & Guest Service	<ul style="list-style-type: none"> • Ensure all work maintains or improves the standard of facilities to provide a positive experience for guests. • Ensure maintenance work is carried out in a manner that minimises disruption to guest experience. 	5%
Social, Environmental & Governance Sustainability	<p>Ensure any actions, projects or proposals consider and proactively support the priorities of the Skyline Sustainability Framework:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start; text-align: center;"> <div style="width: 30%;">  <p>People Caring for our people, our communities and our customers</p> </div> <div style="width: 30%;">  <p>Place A light footprint on the land, guardians of our places</p> </div> <div style="width: 30%;">  <p>Prosperity A value-driven responsible business</p> </div> </div> <ul style="list-style-type: none"> • Ensure recycling and waste management practices are carried out where possible. • Maintain your work area to an environmentally acceptable standard. • Make suggestions for environmentally sustainable improvements. • 	5%
Health & Safety	<p>Ensure a personal and organisational commitment to, and delivery against, health and safety (Safe Place, Safe People, Safe Practices) and sustainability objectives.</p> <ul style="list-style-type: none"> • Take responsibility for meeting Skyline’s obligations in workplace health and safety by making sure own actions keep yourself and others safe • Conduct your work in a safe and reliable manner, adhering to Skyline’s H&S procedures • Champion and advocate H&S where appropriate in your everyday interactions <p style="text-align: center;">Undertake H&S administrative processes as required.</p>	15%

Knowledge, Experience & Qualifications



Essential	<ul style="list-style-type: none"> Proven experience in general maintenance or building tasks, including concreting, plumbing and carpentry. Strong knowledge of tools, equipment and materials used in building and maintenance work. Full NZ Drivers License 	Desirable	<ul style="list-style-type: none"> Experience working in a commercial environment with high visitor traffic.
------------------	---	------------------	---

Person Specification / Key Attributes

Essential	<ul style="list-style-type: none"> Practical problem-solving skills Ability to work independently, with minimal supervision. Strong communication and teamwork skills. Physically fit and able to perform manual tasks safely. 	Desirable	
------------------	--	------------------	--

Change of Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment. This position description may be reviewed and amended from time to time during your employment after consultation with you.

Employee Name:	
Employee Signature:	
Date:	

