



Job Title	Maintenance Co-Ordinator
Service	Corporate Services
Location	23 Union Street (October 2021) / 136 Hobson Street / other ACM buildings as required
Reports to	Senior Facilities & Asset Manager
Direct reports	No direct reports
Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> Senior Asset and Facilities Manager Business Services Manager Corporate Services Support team Other Facilities & Asset Management team members Other Auckland City Mission staff as required <p>External</p> <ul style="list-style-type: none"> Contractors and Service Providers

Our Mission

Together we stand with those in desperate need.

We provide immediate relief and pathways to enable long-term wellbeing.

Our Values

Manaakitanga

Manaakitanga is behavior that acknowledges the mana of others as having equal or greater importance than one's own, through the expression of aroha, hospitality, generosity and mutual respect.

Justice (Manatika)

Committed to equity and seeking dignity for all we will fearlessly advocate with and for those who are going without.

Partnership (Rangapū)

Firstly, the Auckland City Mission recognises the principle of partnership within Te Tiriti O Waitangi.

Secondly, our commitment to partnership stems from a belief that manaakitanga, equity and social justice need to be pursued both within partnerships and through them.

For us partnership is characterised by mutual trust, integrity, respect, transparency, and commitment.

Background

Auckland City Mission has, for over 100 years, provided a range of Social Services for those in desperate need. While the people, their needs and consequently our services have changed over that time our philosophy of giving not charity, but a chance has not.

The services we offer at present are focused on giving a chance to people who are sleeping rough or who are inadequately housed, those who struggle with food insecurity, with drug and alcohol addiction, who need affordable primary healthcare, or any of the above and more.

Mission HomeGround will open in November 2021. The objectives are to create a new building and environment that is simple, warm and welcoming to house and expand the Mission's existing services and provide wrap around support for 80 accommodation units for low-income earners on the social register. This supportive model aspires to assist the Mission's clients' successful transition into independent accommodation and supports the City Mission's vision for sustained social change. ACM and ACMHL are assessing further transitional housing options which will require the support of Corporate Services Business Services and Facilities and Asset Management teams.

Service

Corporate Services carries out a wide variety of roles within Auckland City Mission and the wider Auckland City Mission Group, (the Group includes Auckland City Mission Housing Limited and the Auckland City Mission Foundation), including Risk Management, Business Services, Facilities and Asset Management, Finance and Accounting, ICT, Distribution and Retail and the HomeGround Building project.

The Facilities Maintenance role sits within Corporate Services, within the Facilities & Asset Management Team, which is responsible for all Facilities & Asset Management including Built Asset Management and Facilities Maintenance & Improvements for all Auckland City Mission and Auckland City Mission Housing Limited buildings premises.

Job Purpose

The main purpose of this role is to find, assess and complete maintenance work to the highest possible standard and within safety requirements. The maintenance work requires you to repair and note the repairs as quickly as possible.

This role is key to building services operations and will be responsible for ensuring that tasks are completed to a high standard and within a timely manner.

Your tasks could include anything from, fixing locks to shifting furniture, painting or other general maintenance as required; and managing or overseeing minor capital works, building services, maintenance (planned and reactive), contractor management, financial management, quality assessments, and health and safety.

You will be required to support the Senior Facilities and Asset Manager with the Building Warrant of Fitness (BWOF), Building Maintenance System (BMS) and the Security System.

KEY RESPONSIBILITIES

Key Result Area	Key Accountabilities
Facilities Maintenance	<ul style="list-style-type: none"> • Ensure all planned and reactive maintenance for all sites is carried out • Manage the Building Maintenance System (BMS) and ongoing compliance monitoring • Oversee the security system – access and CCTV monitoring • Recognise, investigate, and escalate major issues relating to property to the Senior Facilities & Asset Manager
Facilities Maintenance Planning	<ul style="list-style-type: none"> • Support the Senior Facilities & Asset Manager in strategic asset planning including Whole-Of-Life Cycle asset management ensuring sustainability and energy efficiency • Plan and co-ordinate all installations and refurbishments as required • Work with the Senior Facilities & Asset Manager to establish a workshop/repair area/mobile service van with appropriate tools and equipment • Work with the various teams to ensure any repairs and maintenance identified are carried out on a timely and cost-effective basis • Oversee the Cleaning and waste removal contracts
Maintenance Data Systems	<ul style="list-style-type: none"> • Ensure all maintenance work is entered into the ACM maintenance system for the delivery of reporting information and expected outcomes • Assist with the data entry and implementation of building maintenance processes
Regulatory Compliance	<ul style="list-style-type: none"> • Ensure building compliance with the relevant legislation and standards, including relevant territorial authorities and bylaws and report any breaches as soon as they become known. • Follow all Mission operating procedures, policies, guidelines and standards of integrity and conduct • Oversee the Building Warrant of Fitness (BWOFF) for all ACM and ACMHL Buildings • Work with the Health and Safety Coordinator to ensure relevant plant is correctly certified and maintained
Be part of the Mission team	<ul style="list-style-type: none"> • Support to both the Senior Facilities & Asset Manager and the Business Services Manager when required • Liaise, work with, and provide support to the H&S Coordinator as well as all the City Mission staff as required • Commitment to the Auckland City Mission brand and culture. • Commitment to embodying the principles of the Treaty of Waitangi in organisational practice. • An appreciation of the multi-cultural nature of both New Zealand and the Mission's staff, volunteers, and clients

QUALIFICATIONS & EXPERIENCE

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A minimum of 3 - 5 years' experience in a building maintenance environment or equivalent within a facilities, construction or engineering industry • Experience working within regulatory guidelines including the NZ Building Code and Building Warrant of Fitness. • Experience with BMS, HVAC and/or Building Services equipment • Experience in supervising and co-ordinating the activities of maintenance contractors • Current clean Full New Zealand Drivers Licence 	<ul style="list-style-type: none"> • Some Project management skills or background will be an advantage • Trades or tertiary education in Electrical, Mechanical or Buildings Services.
Skills, Knowledge & Experience	<ul style="list-style-type: none"> • A thorough knowledge of relevant legislation/standards and risk management principles • Ability to read and interpret working drawings and plans. • Experience working closely with and managing contractors • Reasonable level of competency with the MS Office suite • Proven experience in Maintenance preferably within a multi-level site • Excellent communication skills • Excellent time management skills including demonstrated ability to prioritise tasks and deliver on tight deadlines • A can-do positive attitude with a team approach and a willingness and flexibility to adapt to change. 	<ul style="list-style-type: none"> • Good knowledge of Health & Safety and how it applies to the construction and maintenance industries •

Approved by:

Name:

Signature:

Date: