

## Palmerston North City Council Job Profile

<b>Position Title</b>	Apprentice Maintenance Fitter
<b>Reporting to</b>	Water Operations Manager
<b>Unit</b>	Infrastructure
<b>Date Created</b>	February 2019

### Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

### Context

The Infrastructure Unit of Council is responsible for the stewardship of Council's infrastructural assets (roading, parking, water, waste services, parks, community facilities and property) as well as the delivery of all the services. The Unit's focus is on long term services planning enabled by effective asset management planning, long term and annual programming of maintenance, renewal and capital development works, operation of the infrastructure services and in-house support for design and delivery of the capital programme.

Council utilises its investment in infrastructural assets to deliver best value services to its community through advanced asset management practices and through multi-disciplinary contributions from other Units within the Council Organisation.

### Main Purpose

The main purpose of this role is to complete general engineering repairs to Council's plant, complete effective routine maintenance programs and to fabricate other equipment and components as required.

This role is a developmental role and a key outcome is that the incumbent will develop skills and knowledge in fitting principles through work based training and in working towards an industry recognised qualification. This is a fixed term role, for the duration of the apprenticeship qualification (estimated 3-4 years).

### Key Areas of Responsibility

Efficient Repair of Plant and Machinery and completion of scheduled maintenance programs.

- Day to day maintenance and repair of pumps, plant and machinery.
- Fabrication of other components as required.
- The safe handling and operation of all workshop tools, plant, machinery and materials.

- Once your skills and experience allow you will participate in a one in three week callout system to operate and maintain the network pumping facilities and attend to all after hours call outs for the rostered week. (8.00 am Monday to Sunday inclusive)

**Please note:** Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. In addition, employees may be asked to do tasks outside of this description as and when required.

### Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

### Key Relationships

#### Internal:

- Water Operations Manager
- Senior WWTP Technician
- Senior WTP Technician
- Treatment Plant Project Manager
- Water operations staff
- Other Infrastructure unit staff

#### External:

- Mechanical parts suppliers and repairers
- Members of the public
- Company representatives
- Trades people and external contractors

### Typical knowledge, skills, and attributes:

**Knowledge** (*qualifications and experience*)

- NCEA Certificate level 2 (or higher) in Mathematics, English, and Graphics/Technology/Metal Works is desirable.
- Enrolment and progression through recognised industry qualification e.g. National Certificate of Engineering L4, is essential.
- A current full driver's licence or eligibility to sit a full driver's licence test is essential.

### Skills and Attributes

- Have a genuine interest in maintenance engineering
- Is punctual and good at managing own time
- Common sense and self-motivation
- Presents and conducts self in a professional manner in line with the Council's image and standards
- Is an effective team member who communicates openly, actively contributes and works cooperatively with others
- Ability to be flexible in re-prioritising and re-organising work accordingly
- Ability to quickly pick up and follow processes and procedures
- Excellent attention to detail with a focus on producing work to a high professional standard
- Ability to build and maintain relationships with customers with a focus on excellent service delivery
- General computing skills would be an advantage

### Remuneration

- Infrastructure use a remuneration matrix related to the skills, qualifications and experience of the applicant.
- The Apprentice Maintenance Fitter role is banded as a Grade 4, with a minimum hourly wage of \$19.45. Wage rates for an Apprentice Maintenance Fitter are linked to the number of units attained with the percentage of Grade 4 increasing as each level is achieved.

### Other

The jobholder may be called to work outside normal working hours in the event of a Civil emergency or exercise. The applicant will be expected to participate fully in training provided for this and any other Infrastructure activities