

Job Description: General Maintenance



Our Vision: Deliver innovative supply chain solutions.

Our Purpose: We are here to help you succeed.

Our Mission: Develop great people that deliver exceptional results.

We live our Core Values of **Honesty, Respect, Sharing Passion, Taking Pride and working as a team.**

Job Title: General Maintenance

Department: PCS

Group/Team: Christchurch Based

Reports to: Facilities Coordinator

Responsible for: n/a

Job Objective: The key responsibility of the General Maintenance role is to undertake general maintenance, minor upgrade and housekeeping duties. To ensure the operation is fulfilling the company's vision, mission, values and objectives. The job holder is accountable for using their knowledge, skills and experience to perform general maintenance activities including but not limited to building, repairing and cleaning equipment and facilities on Christchurch sites. The job holder must ensure Sorted's facilities are constantly a safe environment for all workers and visitors, all tasks and activities are accurately completed, equipment is managed effectively and professional timely communication occurs at all times.

Key Responsibilities:

What success looks like:

Maintain and grow **Sorted's culture** in line with company values.

- 'Can do' attitude and willingness to go the extra mile to achieve our vision.
- Demonstrate our values of honesty, respect, working as a team, taking pride, passion.
- Treat the business as your own and show that you care about what we are aiming to achieve.

Health and Safety practices are being followed at all times.

- Always promote KOMS and a high standard of conduct.
- Ensure operation meets service standards in a safe professional manner.
- No loss time occurs due to work related injuries.
- Report all risks and incidents within 24 hours of identification.
- Adherence to Health and Safety rules and all incidents, hazards, near misses are being reported.
- Look out for other team members related to safe behaviour.

Take responsibility for **Security of sites**

- Warehouse and office doors are locked when no one is working inside, and alarms are set when last person leaves site.
- No one is allowed on site without permission.
- Gates and doors are shut.

Take responsibility for **Cleanliness** of our sites

- Housekeeping around the site as required
- Clean as you go. Leave work areas clean and tidy
- Warehouses and cafeteria are kept clean and tidy.

Job Description: General Maintenance



	• Gathering general waste and rubbish as required • Remind others if their standards are slipping.
Take responsibility for General Maintenance of Christchurch sites, infrastructure, equipment and facilities.	• Only perform tasks and use equipment you are experienced with. • Build equipment such as desks/shelves as directed. • Conduct maintenance checks and activities and minor repairs on equipment as directed to avoid possible failures and malfunctions. • Perform minor fixes such as repairing broken locks, replacing bollards, repairing concrete, painting, light building works, installing signs etc • Perform installations, assembling, fittings, repairs, and replacements as needed. • Do garden/yard upkeep by mowing lawn, pruning, weeding, collecting rubbish etc. • Conduct maintenance tasks such as replacing light bulbs, painting or similar. • Inspect and troubleshoot equipment and systems (e.g. ventilation). • Check functionality of safety systems (e.g. fire alarm). • Maintain the maintenance tools and equipment in safe, clean and good working conditions. • Collaborate with workers and other professionals during renovations. • Complete work assignments in a timely accurate manner to good workmanship standards. • Report to the Facilities Coordinator
Ensure Sorted is successfully meeting customer expectations	• Customers' expectations and requests are managed as timely and efficiently as possible. • Any other reasonable request by customers or work colleagues is completed in a timely and efficient manner.

Key Relationships	
External	Drivers Contractors Suppliers
Internal	Compliance Team Directors Warehouse Staff Transport Staff

Job Description: General Maintenance



Key Skills / Attributes / Specific Competencies	
Expert Level	Solve problems relating to facilities and infrastructure on the Christchurch Sites.
Advanced Level	- Exceeds and maintains KPI's in all areas - Use of technology required in the role - Good communication and interpersonal skills
Working Knowledge and attitude	- Knowledge/Background of trades and building practices - Ability to use a variety of hand and power tools - Ability to read technical manuals and drawings - Strong organizational and follow-up skills - Ability to maintain focus while working individually - Undertake practical and manual work - Have the ability to keep detailed and accurate records - A good eye for detail - Be able to work as part of a team or as an individual - Positive attitude - Committed to safety - Willingness to learn - Initiative <i>Dependent on position: Be physically fit and able</i>
Awareness	Follow H&S procedures and lead by example

Required Qualifications and Experience	
Experience	- Previous experience performing routine building and facilities maintenance - Trade background in Carpentry, fabrication, plumbing, building services, painting, transport engineering - Forklift operations / License - Height work training/experience