

Position Description

Position Title

In-House Task Force Officer

Location

Grey District Council, 105 Tainui Street

Contract Type

Permanent Full Time

Date

14 October 2026

How we make a difference (*Our Values*)



Be the Customer



Think excellence



Do the right thing



Be Integrity



Lead, together

Grey District Council Services



Mayor & Leadership Support
People & Capability



Operations

Business & Contracts
Utilities & Infrastructure
Transport & Infrastructure
Health & Safety



Corporate Services

Finance
Information, Communication &
Technology



Community

Community & Recreation
Communication &
Engagement



Economic Development & Regulatory

Building Control
Regulatory Services

Position Details

Purpose of Position

The purpose of this role is to maintain the upkeep of Council owned and/or operated premises/facilities including nominated reserve areas, retirement housing grounds, buildings and bush walkways. This role includes general repair and maintenance tasks that may include mowing, weed eating, spraying, basic carpentry and boiler duties on a rostered basis. You will also assist with the setup of community events and routine maintenance of grounds.

You will ensure that minor repairs are carried out in a timely and efficient manner and that the overall Council environment is kept clean, tidy, and inviting.

Key Relationships

Responsible to

Business and Contracts Manager

Responsible for

N/A

Internal

- Chief Executive
- Executive Leadership Team Members
- Customer and Community Team
- Operations Team
- All Staff

External

- Ratepayers and residents of Grey District.

Limitations on Authority

The incumbent will, apart from the responsibilities set out herein, have all the powers/responsibilities delegated to them by the Chief Executive Officer, or Council through the Chief Executive Officer as listed in Council’s Delegations Manual. Notwithstanding delegations set out in the Delegations Manual, the following delegated authorities will apply (refer to Delegations Manual for current limitations):

- Issue of purchase orders: up to \$5,000 inclusive of GST where the expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.
- Authorisation of invoices: up to \$5,000 inclusive of GST where expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.

Key Result Areas

KPI (area of responsibility)

- Undertake general repair and maintenance tasks around Council owned and/or operated facilities and property as directed, to ensure the level of service set by Council. This includes nominated reserve areas, retirement housing grounds, buildings and bush track maintenance.
- Undertake regular inspections of Council owned and or operated facilities and property to ensure presentation, maintenance and service standards are met.
- Boiler duties at Westland Recreation Centre (WRC) on a rostered basis, including weekends

Measure (successful when)

- Property and facility presentation and operation issues are attended to and rectified promptly and to a high standard and in line with Council's level of service expectations.
- General administrative duties are planned for and carried out accordingly.
- All health, safety and hazard matters are raised with the appropriate staff member and recorded in the appropriate system.
- Tasks are completed within a reasonable timeframe.
- Boiler to operate at optimal performance.

Person Specification

Education / Qualifications

Ideally, you'll have:

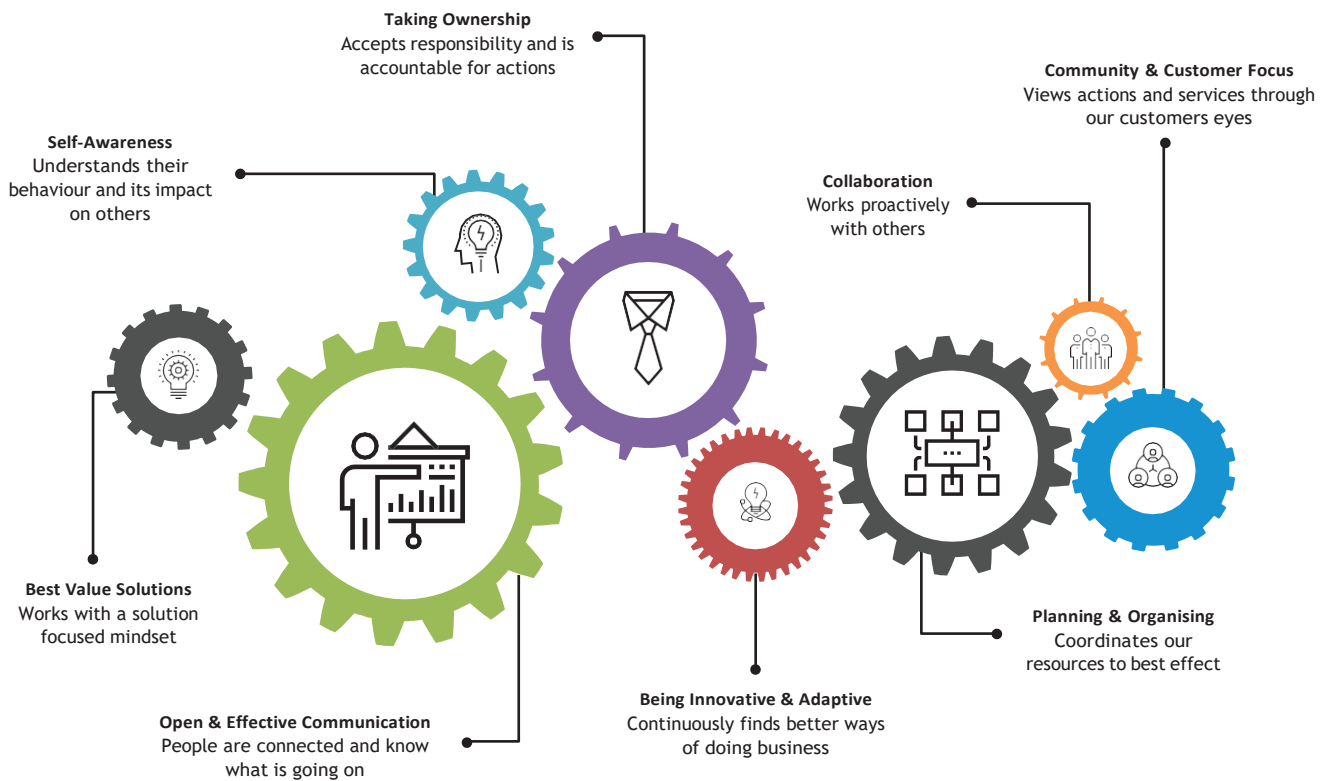
- Experience with mowing, weed eating, spraying, being a handyman, tradesman or experience in repairs and maintenance of facilities is desirable.
- Basic math skills.
- Basic understanding of electrical, plumbing, carpentry is desirable.

Knowledge / Experience

Ideally, you'll have:

- Experience with hardware tools, mowers (including ride on), weed eaters, sprayers, plumbing and electrical equipment is desirable.
- Good communication ability
- Well organised and apt in problem solving
- Attention to detail
- Some computer literacy
- Mature and reliable with an uncompromising safety conscious mindset
- Fit, agile and able to self-manage and work autonomously

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

Position Description Approval

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 – including technological requirements or statutory changes.

Position Description Approved by
(Group Manager)

Date

Position Description Accepted by
(Position Holder)

Date