



**Job Description for the position of  
Assistant Property Manager**

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Hours:	Permanent full time 7.30am – 4pm 40 hours per week 52 weeks per year
Remuneration:	Caretakers and Cleaners in Schools Collective Agreement Supervisors' Remuneration Step 3 \$25.19 plus salary loading \$3.81 Total hourly rate \$29.00
Reporting lines:	Property Manager Associate Principal Property Principal.

The Employer and the Employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of Rangitoto College.

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The primary purpose of this position is to provide high-quality maintenance services at Rangitoto College to meet the changing needs of the school. All work is carried out with due regard to good trade practice and current legislative requirements taken into consideration with minimal disruption to staff and students. Additionally, this position provides “understudy” support to the Property Manager.

***Prime Responsibilities / Key Tasks***

**General Maintenance**

- Buildings
- Furniture
- Equipment repaired as required
- Repairing of equipment as required
- Interior and exterior painting – to include preparation of surfaces for painting where necessary.
- Attend to planned maintenance and running of boilers
- Clearing gutters and drains as required
- Changing light bulbs and fluorescent tubes
- Moving furniture as required
- Provide assistance to Trade staff where necessary
- Report any maintenance requiring a contractor to the Property Manager
- Comply with all Health and Safety requirements.

**Secondary Tasks**

- To support the Property Manager as delegated (e.g. administrative function, contractor management, etc.).
- To act as a point of contact and to provide team organisation and supervision in the short-term absence of the Property Manager.
- To assist other members of the Property Team as scheduled by the Property Manager, including grounds and cleaning.
- To assist on tasks requiring more than one staff member to complete.

**Experience/Qualifications**

- A clean NZ drivers licence
- A wide range of general maintenance and carpentry skills
- Knowledge in the use of power tools and equipment and vehicle use
- Knowledge of Health and Safety requirements, in a workshop, as outlined by the Department of Labour
- An understanding of facilities management

**Personal Attributes.** The position requires the application of the following personal attributes:

- Physically fit
- Leadership potential/capability
- Willingness to learn and seek personal growth
- Strong written and oral communication
- Excellent organisational skills
- Friendly, patient, mature and professional
- Team-orientated, able to multi-task and have a good sense of humour
- Excellent people skills including the ability to relate to students
- Logical and methodical
- Have initiative and take responsibility
- Meticulous accuracy and attention to detail

It is expected that standards of professional conduct, dress, language, and manners of employees will reflect credit on the College.

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Assistant Property Manager  
(name)

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Date

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Director of Human Resources (Pam Watson)

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Date