

JOB DESCRIPTION
Approved December 2025

Title & Reporting Relationships

Position Title:	Officer Security Property and Facilities; Property and Facilities Maintenance; Infrastructure and Asset Management Group.
	Warranted role
Grade:	SP13
Reports to:	Team Leader Property and Facilities Maintenance
Direct Reports:	Nil
Indirect Reports:	As may be required pending the nature of a project or specific section of work programme
Delegated Authority	Financial: This position holds a financial delegation of \$1,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy.
Purpose of the Group and the Position:	The Infrastructure and Asset Management Group comprises: Development Control; Project Management Office; Operations; Access and Transport; Stormwater and Coastal Assets; Water and Wastewater Services; Property and Facilities; and Emergency Management. The Group is responsible for developing, implementing and maintaining the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective sustainable and customer friendly manner.
	Within this Group the Officer Security Property and Facilities role works within the Property team to assist, develop and implement the preventative, reactive and planned maintenance on allocated Council owned buildings and structures and to ensure the Council CCTV assets are managed and provide for effective ongoing use across Council.

This role will also support the wider property team as required and coordinate works as required with other areas of Council associated with CCTV management.

Working collaboratively with the Team Leader Property and Facilities, the role will be required to provide an out-of-hours, on-call response for any urgent inquiries.

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

Internal Customers:

- Manager Property and Facilities Maintenance
- Team Leader Property and Facilities Maintenance
- Other Infrastructure and Asset Managers
- Customer Engagement team
- Operations Manager
- ICT Team
- Infrastructure asset managers and other staff from across Council teams

External Customers:

- Tenants and lessees of Council owned buildings/facilities
- Casual users of Council owned buildings/facilities
- Contractors, suppliers, service providers
- Community leaders
- Government agencies and local authorities
- groups
- Staff from other local authorities and agencies

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

Technical – Operational Delivery

- Ensure the maintenance and security of facilities as allocated by the Team Leader Property and Facilities from the council owned portfolio.
- Assist the Manager Property and Facilities Maintenance and Team Leader Property and Facilities Maintenance in contract management for Static, Mobile, Monitoring and Electronic Security
- Ensure the effective operation of Council wide CCTV assets and associated infrastructure
- Ensure up to date data on number, age and condition of CCTV assets across the District.
- Coordinate with ICT team in regard to data support and connectivity associated with CCTV assets.
- Contribute to asset information collection and condition rating by updating information into the SPM asset database as required.
- Raise EPO's receipting invoices and following up payments.
- When required by your manager prepare reports and any other relevant documents related to maintenance activities.
- Establish and maintain systems and processes of relevant property systems.
- Undertake regular inspections of designated buildings to ensure they are maintained to an acceptable standard and report any risks to the Team Leader and Facilities.
- Support the management of property service requests, property inboxes, allocate as appropriate.
- Ensure the maintenance and compliance of front-facing facilities (i.e. Public toilets, Change rooms, Recreational facilities) as allocated by the Team Leader Property and Facilities from the Council owned portfolio if required.
- Liaise with Team Leader Property and Facilities in the management of contractors and ensure contractor health and safety site inductions are completed on designated projects.
- Build good working relationships with external contractors and consultants in a manner which demonstrates the Council values.
- Carrying out the maintenance of public toilets, making sure they are well maintained in a functional and fit for purpose condition to meet the needs of the region. Maintenance to be completed on schedule and on budget, to contract specifications.
- Prepare procurement plans and contracts as required for projects and maintenance works
- Participate in a 24/7 roster for after-hours callouts, ensuring timely response to urgent property and facilities maintenance issues

Project Management

- Deliver minor planned works to ensure they are delivered on time within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure Council processes and procedures are complied with.
- Provide regular project updates to the Property team ensuring potential issues and concerns are escalated as required.
- Primary contact and management of all CCTV assets and public toilets, making sure they are well maintained in a functional and fit for purpose condition to meet the needs of the region. Maintenance to be completed on schedule and on budget, to contract specifications.

- Provide support to other Property staff in managing large building and maintenance projects when directed by Manager Property and Facilities Maintenance.

Security

- Overall management of the Council portfolio security system including CCTV monitoring.
- Management of the access control system across all buildings including the processing and distribution of access cards.
- Liaising with Managers across Council portfolio to ensure security is meeting needs of the business
- Regular updating of the security database.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- Reporting any risks and/or hazards you become aware of in the workplace;
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organisation.
- Demonstrated ability to build and maintain effective professional working relationships with all key stakeholders, including with other council staff members based on a collaborative, collegial and cooperative working style.

- Experience in delivering minor projects and maintenance services.
- Demonstrated sound judgement and problem-solving skills and apply sound judgement to solutions.
- A demonstrated service ethos.
- Knowledge of facilities maintenance, building services or associated trades.
- Excellent interpersonal skills and the demonstrated ability to develop and maintain excellent working relationships with various stakeholders.
- Well-developed communication and planning skills.
- Demonstrated computer knowledge and literacy with the ability to pick up new technologies specifically Microsoft software and numerous Council applications.
- Sound and proven experience in Health & Safety management.
- Understanding of and experience in budget and cost management.
- Holder of current and valid NZ Driver's licence.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	<ul style="list-style-type: none"> • All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. • Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council
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	<p>and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.</p>
Legislative Compliance	<ul style="list-style-type: none"> Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	<ul style="list-style-type: none"> Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. Ensure documentation is current, available as required and is prepared using Council standard templates/documentation. Ensure Council processes and procedures are complied with.
Customer Service	<ul style="list-style-type: none"> Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values. Always maintain confidentiality.
Teamwork	<ul style="list-style-type: none"> Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
Financial Management	<ul style="list-style-type: none"> Ensure all financial activity is conducted in accord with current policy and procedures. Ensure you work within your financial delegation.
Monitoring and Reporting	<ul style="list-style-type: none"> Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. Review, monitor and report on activity or projects as required by the manager.
Relationship Management	<ul style="list-style-type: none"> Build and maintain effective professional working relationship with all key stakeholders. Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
Information Management	<ul style="list-style-type: none"> Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.