



Facilities and Services Technician

Reports to: Facilities Manager
Location: Miramar, Wellington

Role Purpose

The Facilities Team exists to ensure the workplace environment and infrastructure are fit for purposes for Wētā Workshop to be able to achieve its goals. This includes premises, security, cleaning, non-IT equipment, furniture, plant and equipment maintenance, health & safety etc.

The purpose of the Facilities & Maintenance Technician role is to support and assist the Facilities Manager by ensuring that the Wētā Workshop facilities and services are maintained and delivered to a high standard.

Key Accountabilities & Outcomes

Service and maintain the facilities, plant and equipment in line with the Repairs & Maintenance schedule

- Routine, non-routine and preventative servicing and maintenance of some Workshop plant and equipment
- Routine, non-routine and preventative servicing and maintenance of the buildings, services and facilities
- Participate in improving the buildings, facilities and services by proactively looking for problem areas and developing and implementing solutions
- Undertake or assist teams in cleaning and servicing operational plant and equipment such as their air handling systems and spray booths.
- Receive requests for repairs from Workshop crew and in consultation with the F&M Officer or S&F Manager negotiate and agree on acceptable timeframes to complete repairs
- Troubleshoot and facilitate or undertake reactive repairs to faults and breakdowns of facilities, plant and equipment including directing and supporting teams with organising shutdowns to facilitate maintenance work

Assist and support the Facilities Team in the facilitation of external service providers and contractors

- In conjunction with the F&M Officer assist with co-ordinating and supporting the activities of contracted service providers for:
 - Security and CCTV
 - Heating and Ventilation
 - Fluids and Vac Pumps
 - Compressed air system
 - Building Services, Stormwater and Plumbing
 - Forklifts and Scissor lifts
 - Water Coolers
- In conjunction with the F&M Officer facilitate and support external contractors for breakdowns; meet them on arrival, coordinate the work and ensure their work is performed to a competent and acceptable standard

Support the Facilities Team with admin support and other tasks as requested and required

- Assist with new plant and equipment installation, commissioning and training
- Take delivery of and install office furniture and equipment and assist with office moves
- Be actively involved in our ongoing storage management and assist the Facilities and Storage Team
- Play a proactive role in maintaining a healthy and safe working environment

Build and support an ongoing proactive preventative maintenance culture

- Develop and maintain positive working relationships with Team Leaders and their crew
- Develop systems to make it easy for crew to communicate questions, issues and to ensure timely resolutions
- Build up a routine maintenance system and encourage and support teams to improve equipment and services up time

Health, Safety, and Well-being

- Follows all health, safety, and well-being rules, procedures, and instructions. Takes reasonable care to look after their own H&S at work and the H&S of others.
- Champions excellent health, safety and wellbeing practices.

Qualifications & Experience

- Experience in preventative maintenance of buildings and systems
- Buildings and facilities maintenance experience ideally in a manufacturing environment
- Engineering, light fabrication and carpentry experience with a strong repairs and maintenance background
- Familiarity with industrial processes and materials in a production environment
- Coordination of other trades and service providers

Skills & Competencies

- Preferably have engineering trades or similar qualifications
- Confident in carrying out equipment maintenance and repairs of tools
- Excellent communication and listening skills
- Good understanding of health and safety practices and emergency procedures
- Problem solver and “customer” focussed
- Able to work independently or as part of a team
- Able to prioritise tasks and negotiate deadlines
- Sense of humour and ability to cope under pressure

Key Working Relationships

Internal

- Manufacture Heads of Departments and Crew
- Purchasing Team
- Crew across the workshop

External

- Suppliers/vendors/service providers
- Landlords

Change to Job Description

Completed on: 1/06/2026 Review Date: 1/06/2027