



Job Description

Property Assistant

The purpose of the role is to work as part of a team to ensure that Summerset's village property and gardens are maintained and presented well to create a safe, healthy and enjoyable lifestyle for Summerset residents.

This role will be required to carry out the duties in accordance with Summerset's Asset Management Plan and Gardening and Landscaping Plan and specifications.

This job description provides an overview of the responsibilities and tasks of the role. You may be required to perform job related tasks other than those specified.



STRONG ENOUGH TO CARE



ONE TEAM






STRIVE TO BE THE BEST



BRINGING THE BEST OF LIFE

Business Unit	Operations
Department / Team	Village Operations
Reporting Line	Property Manager
Contribution / Responsibilities	<p>Reactive and Corrective Maintenance</p> <ul style="list-style-type: none"> Responsible for assisting the Property Manager to address all reactive and corrective maintenance issues as they arise by carrying out the work in accordance with Summerset's Asset Management Plan for the village as instructed by the Property Manager. This role may be required to direct external contractors as and when required in the absence of the Property Manager. <p>Gardening Maintenance</p> <ul style="list-style-type: none"> Responsible for assisting the Head Gardener in any gardening maintenance works as requested by the Property Manager. This applies to Corporate and Resident gardens as well as ground maintenance. <p>Preventative Maintenance</p> <ul style="list-style-type: none"> Responsible for assisting the Property Manager to ensure the Planned Preventative Maintenance (PPM) programme is carried out and maintained in accordance with Summerset policies and the Asset Management Plan as well as provide feedback regarding any contractor performance to the Property Manager. <p>Maintenance of Buildings</p> <ul style="list-style-type: none"> Responsible for assisting the Head Gardener to ensure that all Summerset buildings and grounds are kept clean and tidy for customers, families and staff to enjoy. Buildings include resident homes, aged care facility and main buildings along with general amenity buildings. <p>Refurbishment</p> <ul style="list-style-type: none"> Responsible for assisting with any refurbishment works as requested by the Property Manager. <p>Capital Expenditure Projects</p> <ul style="list-style-type: none"> Responsible for assisting with any Capital Expenditure Projects as requested by the Property Manager. <p>Inspections</p> <ul style="list-style-type: none"> Responsible for assisting with inspecting Summerset's property for compliance, safety and identification of property issues as requested by the Property Manager. <p>Financial & Reporting</p> <ul style="list-style-type: none"> Meet with the Property Manager at regular intervals, as requested and attend all village staff meetings as requested by the Property Officer. <p>Communication</p> <ul style="list-style-type: none"> Ensure that effective, positive and open communication occurs on site with the Property Manager. Actively work with the Property Manager to ensure the property and gardening team meet the needs of customers and staff as a result of their daily tasks.

	<ul style="list-style-type: none"> Maintain an effective, professional and friendly point of contact for all customers and their families for the village.
People Leadership (if applicable)	Manage and develop direct report(s), with full accountability for all aspects of their recruitment, coaching, performance, recognition, and remuneration review within the parameters of company delegations. Foster and develop an inclusive team culture that works effectively with other teams to support Summerset's goals.
Health & Safety	Be a proactive contributor to ensuring the health & safety of our people, our customers, our contractors and our residents. This includes conforming to Summerset's safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures.
Qualifications and Experience	<ul style="list-style-type: none"> Part trade qualified or similar A current driver's license Experience in chosen trade Demonstrates ability to physically complete a wide range of property and gardening tasks Excellent interpersonal skills and the ability to listen and understand customers' needs High level of integrity Good levels of energy and drive Self-starter with initiative Inclusive, participative and engaging working style Excellent time management Understanding of Te Reo and / or of Maori descent an advantage
Relationships	<ul style="list-style-type: none"> Village Manager and Activities Coordinator All other Village staff External Contractors Residents
Dimensions	<ul style="list-style-type: none"> Nil direct reports Nil opex / capex budget
Other	<ul style="list-style-type: none"> This job includes all the main duties and responsibilities of the role; however you may be required to do other tasks and duties, which would reasonably fall within the responsibilities and skills of the role, at the request of the head of Property Manager, Village Manager or Head Office Property Team

Values		
 STRONG ENOUGH TO CARE We treat our residents like family. We do what's right. We respect people as individuals.	 ONE TEAM We look out for each other. We take ownership and follow through. We share and listen to each other's ideas.	 STRIVE TO BE THE BEST We work hard. We like to win. We're always learning and improving.