

POSITION DESCRIPTION

Position Title:	Structures Handyperson		
Reporting to:	Resource Delivery Manager		
Direct reports:	0	Location:	Ōtautahi (Christchurch)
Indirect reports:	0		
Date created:	19 November 2024	Date last updated:	10 December 2025

About Us | Mō Mātou

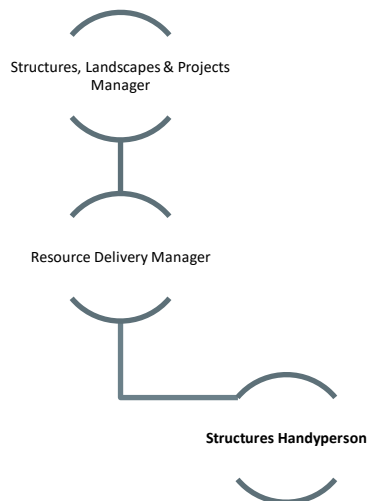
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 700 kaimahi (employees).

Towards 2030 is Citycare Property’s strategy that defines the ideal future state of our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the **“High5”**. These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

Primary Focus | Te Arotahi Matua

Carry out the physical work needed to complete projects that are of high quality and have met company and contract requirements throughout the job.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

Contributing to the “Toward 2030” Strategy through the “High5” priorities	<ul style="list-style-type: none"> Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities: <ul style="list-style-type: none"> We are for Social Infrastructure We are a Good Kiwi Company People and Their Safety are at the Heart of Everything We Do We deliver a World-Class Service We Build, Operate, Maintain, and Renew
Operational Performance	<ul style="list-style-type: none"> Operate a variety of different types of plant and equipment safely on site and to best industry practice Ensure that all plant is serviced and well maintained Always use excellent quality workmanship ensuring specifications are met Transport, load and unload materials (see lifting guidelines and physical demands as follows) Preparation of worksites Manual Excavation Working with different types of construction materials
Customer/Public Relations	<ul style="list-style-type: none"> Always act with the customer in mind and positively promote Citycare Property. Maintain excellent relationships with clients/public to improve current contract performance and maximise the possibility of securing future profitable work.
Identification and implementation of improvements	<ul style="list-style-type: none"> Champion suggestions for improvement (SFIs) within team Understand the wider Property Construction business to enable positive contribution to decision making.
Reporting and Administration	<ul style="list-style-type: none"> Report all hazards/incidents/near misses. Time sheet and job details documentation are accurately recorded and authorised. Provide other reports as required.
Productivity and Efficiency Gain	<ul style="list-style-type: none"> Share ideas with the Senior Project Engineer and others with regards to better ways to complete the job. Deliver services to specification and on time to achieve high levels of satisfaction.
Organisational Citizenship	<ul style="list-style-type: none"> Upholds and exemplifies Citycare Property’s Values every day. Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities. Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations. Participates in the implementation of sustainability and environment initiatives within the business. Upholds and complies with approved Citycare Property’s policies, plans, and programmes. Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role. Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience. Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely. and supports the best interests of the business. Establishes and maintains credibility and respect by building strong working relationships across the business. Develops and supports colleagues, being quick to identify and problem solve any issues.
Additional Duties	<ul style="list-style-type: none"> Any other duties of a similar type, as required by the Employer. From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.

Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are responsible for and required to:	<ul style="list-style-type: none"> Be personally responsible for your own and others’ Health, Safety and Wellbeing at work. Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. Be familiar with Health, Safety and Wellbeing procedures.
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	<ul style="list-style-type: none"> • Always establish and insist upon safe methods and safe practices. • Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes. • Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.
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Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> • All Citycare Property kaimahi including: <ul style="list-style-type: none"> ○ Delivery Manager ○ Operations Managers ○ Operational Staff ○ Support function staff, including Finance, Administration, People. ○ Other Divisional and Branch Staff as required.
External	<ul style="list-style-type: none"> • Customer(s). • Subcontractors. • General public and business affected by contractors. • Specialist external consultancies and provider. • Professional bodies. • Industry stakeholders. • Other miscellaneous stakeholders and supplier

Qualifications | Ngā Tohu Mātauranga

Essential	<ul style="list-style-type: none"> • Driver's License – Full Class 1 and 2 • First Aid Certificate
Ideal	<ul style="list-style-type: none"> • Wheels, Tracks and Rollers Endorsements • Traffic Management Qualifications / Certifications

Experience | Ngā Pukenga

Essential	<ul style="list-style-type: none"> • Previous construction and / or infrastructure experience • Ability to operate a variety of plant and machinery safely and to best industry practice • Experience working with different types of construction materials • Understand and follow Health and Safety company policies and procedures • Ability to operate mobile phone and applications
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Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

Signed by Kaimahi (Employee):

Date:

Signed on behalf of the Employer:

Date:

Disclaimer | Te Whakakape

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.