



**South
Waikato
District
Council**

PROPERTY ASSETS ADMINISTRATOR

SOUTH WAIKATO DISTRICT COUNCIL

SEPTEMBER 2024

Healthy people thriving in a safe, vibrant, and sustainable community.

To provide a safe, clean, and healthy environment in which all people have the opportunity to participate and share – we are looking for people to join our supportive team, promising frank and honest communication among our members, and creating a safe and friendly workplace to enable common sense, innovation, and efficiency.

TO BE REVIEWED: APRIL 2025

MISSION

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible caring way, attracting sustainable development while maintaining the traditional values, character, and culture of our people.

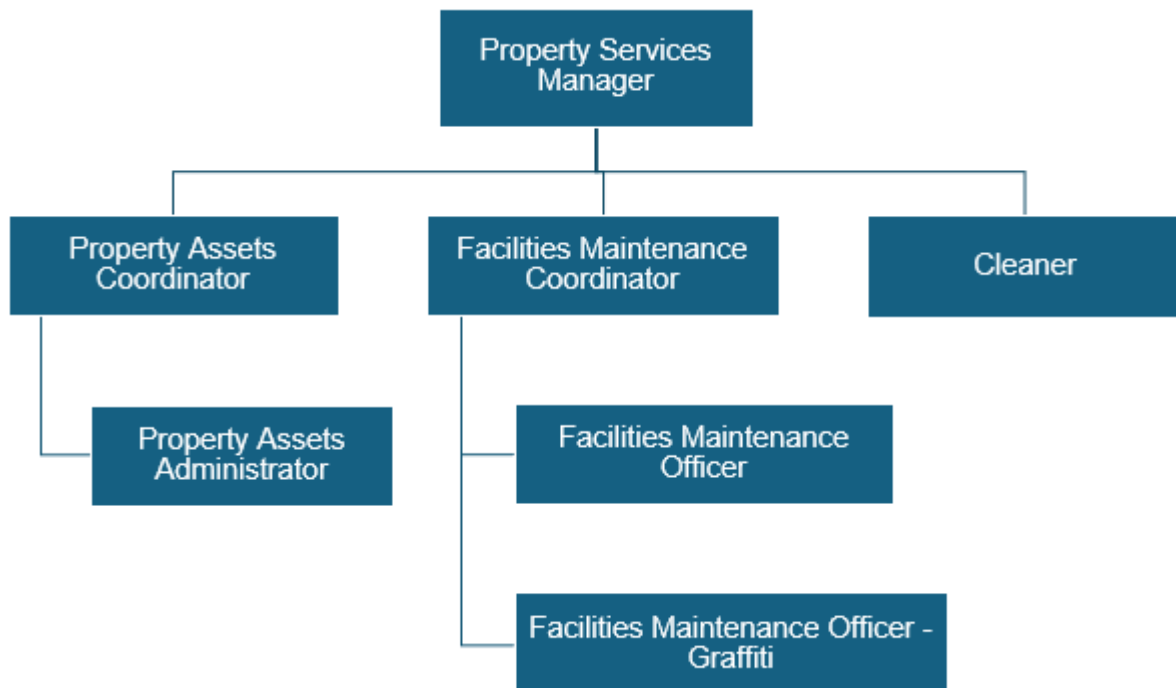
POSITION DESCRIPTION

Property Assets Administrator

Provides on-site general administration support for the Property Assets Coordinator and Facilities Maintenance Coordinator in relation to property, vehicle fleet and pensioner housing.

POSITION SIZE:	10
REPORTS TO:	Property Assets Coordinator
GROUP:	Business Support
POSITION APPROVAL:	Executive Manager – Business Support
NUMBER OF DIRECT REPORTS:	0
TENURE:	Permanent Full Time, 1 FTE (40 hours)
BUDGET RESPONSIBILITY:	0

TEAM STRUCTURE



ACCOUNTABILITIES & OUTCOMES

FLEET ADMINISTRATION

Administration of fleet vehicles.

Monthly vehicle usage reporting

Monitoring of vehicle cleanliness

Responsible for attaining registrations, WOFs and RUC

PENSIONER HOUSING

Managing correspondence

AIRFIELD MANAGEMENT

Raising NOTAMNs

Attending meetings

Managing airfield bookings

HEALTH AND SAFETY

Ensures all property assets related activity and maintenance is carried out in accordance with the Health and Safety Policy.

ABOUT YOU

REQUIREMENTS

Excellent written and oral communication skills

A high degree of digital and numerical literacy

Intermediate Excel and Word skills

A current, valid, Driver's License

ABILITIES

- ✓ Demonstrates a high level of customer service.
- ✓ Has a 'can-do' attitude.
- ✓ Reliable and punctual.
- ✓ Able to relate with people from different cultures and backgrounds.
- ✓ Maintains a high level of professionalism in written verbal and interpersonal communication.
- ✓ Embraces a culture of transformation and change.

BEHAVIORS



Delivering high-quality work



Going the extra mile for our customers



Strong internal and external relationships



The principles of Te Tiriti O Waitangi



Participating in Council's Civil Defense response

Signed: Dated:

NAME