The University of Waikato
Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Maintenance Coordinator – Sport and Wellbeing

Reports to:	Operations Manager
Division:	Sport and Wellbeing / Development and Events Services
Tenure:	Part-time, fixed term
Location:	University of Waikato – Hamilton
Date:	October 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:
- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:
- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Sport and Wellbeing Group develops, delivers, and manages sport, recreation, and wellbeing programmes, services, and facilities that enhance the University of Waikato experience for students, staff, and the wider community.

The Group is responsible for UniRec, the Student Wellbeing Hub, the Esports Arena, University sports fields, sport clubs and events, and the Student Athlete Support Hub (SASH). It also leads the University's Healthy Campus Initiative.

Sport and Wellbeing is part of Development and Event Services within the Office of the Vice-Chancellor and is led by the Associate Director, Sport and Wellbeing.

2. POSITION PURPOSE

To provide and coordinate an effective and efficient maintenance service for Sport and Wellbeing facilities, ensuring facilities, equipment and associated assets are safe, operational and maintained in accordance with University health and safety requirements.

3. FUNCTIONAL RELATIONSHIPS

Internal: Associate Director, Sport and Wellbeing
Operations Manager
Health & Fitness manager
Sport Development Manager
Sport and Wellbeing/UniRec staff
Property Services staff

External: UniRec members
Maintenance Suppliers & Service Providers

4. KEY RESPONSIBILITIES

Equipment Servicing and Preventative Maintenance

- Develop and maintain preventative maintenance schedules for UniRec and Sport and Wellbeing facilities, including the outdoor courts and Fitness Island.
- Inspect and maintain sport and exercise equipment; document inspections and undertake minor repairs promptly to minimise out-of-service periods.
- Conduct routine inspections of Sport and Wellbeing facilities to identify maintenance, safety, hygiene and presentation issues.
- Coordinate external contractors and service providers for specialist maintenance, servicing and repairs.
- Coordinate maintenance matters and maintain effective communication with Sport and Wellbeing and Property Services staff.

Maintenance Administration

- Coordinate the purchase of maintenance supplies and consumables in conjunction with Operations Manager
- Maintain an asset register for Sport and Wellbeing facilities and equipment, including service history, warranties and replacement requirements.
- Monitor and track maintenance requests and follow through to resolution.
- Maintain safe, tidy and secure maintenance rooms and storage areas, with equipment and supplies appropriately stored and accounted for.
- Maintain accurate maintenance, hygiene records.
- Maintain an up-to-date facility and equipment maintenance handbook

Health and Safety

- Identify, report and address hazards, maintain appropriate safety signage, and escalate equipment failures, security concerns and departures from required safety standards.

- Participate in the Sport and Wellbeing Safety Committee.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Team Contribution

- Work collaboratively with Sport and Wellbeing colleagues, Property Services staff, contractors and service providers to ensure maintenance is completed in a timely manner and disruption to users is minimised.
- Communicate proactively about issues that may affect health and safety, operations or customer experience.
- Contribute to a safe, constructive and cooperative team environment.
- Support a positive team culture.
- Undertake other duties consistent with the position.

Continuous Improvement

- Contribute to the ongoing development and improvement of Sport and Wellbeing maintenance systems and processes.
- Identify practical improvements to maintenance schedules, equipment reliability, procedures and record keeping.
- Contribute advice on facility maintenance, asset replacement and capital priorities, including annual budget requirements.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

5. PERFORMANCE STANDARDS

The Maintenance Coordinator will be performing satisfactorily when:

- Maintenance work is completed promptly and accurate, comprehensive maintenance records are available.
- Asset registers, servicing records and maintenance documentation are maintained accurately and are up to date.
- Equipment downtime is minimised; at least 75% of equipment incidents are responded to within 24 hours, with a maximum response time of 48 hours. Unsafe equipment is secured and clearly signposted.
- Routine facility inspections are completed and identified issues are addressed or escalated in a timely manner.
- Maintenance requests are monitored and actioned within agreed timeframes.
- Water fountains are operational, hygienic and monitored in accordance with required standards.
- Contractors and service providers are coordinated effectively and work is completed to the required standard.
- Potential health and safety issues, operational disruptions and matters affecting the customer experience are communicated proactively.
- Work and storage areas are maintained free of unmanaged hazards and appropriate signage is displayed.

- Interactions undertaken in the course of duties are professional, respectful and collaborative.
- Valuable contribution and participation in relevant meetings, projects and improvement initiatives is demonstrated.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed in accordance with University policies and procedures, relevant standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Education to NCA Level 3 or equivalent.

Desirable

- Engineering trade qualification or extensive mechanical work experience.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Experience in a comparable maintenance role, including practical mechanical work or training.
- Experience coordinating contractors, maintenance requests and routine servicing programmes.
- Experience maintaining asset, maintenance or service records.
- Strong communication skills and ability to train and support others.
- Ability to diagnose technical problems, prioritise work, meet deadlines and work independently.
- Knowledge of relevant health and safety requirements.
- Excellent interpersonal and communication skills.
- Competent Microsoft Office skills, including Word and Excel.
- Current full driver's licence.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by Te Tiriti o Waitangi.

Preferred

- Experience maintaining sport, recreation or fitness facilities.
- Experience with preventative maintenance systems or asset management processes.

PERSONAL QUALITIES

- Consultative, inclusive and adaptable, with the ability to engage effectively with a diverse range of stakeholders.
- Demonstrated commitment to continuous improvement and service excellence. Adapted from
- Collaborative team player who develops positive working relationships with colleagues, contractors and facility users.
- Ability to manage multiple priorities and maintain progress across a range of maintenance activities.
- Commitment to diversity and inclusion principles and the University's partnership with Māori as intended by Te Tiriti o Waitangi.

October 2026