

Project Technician

Company/organisation	Hawkes Bay District Health Board	Application close date	30/11/2022
Location	210 Omaha Road, Hastings, Hawkes bay, New Zealand	Employment type	full time employment

Job description

PURPOSE OF THE POSITION

- ♣ Assist in feasibility studies, preparation of scope of works, contract documentation, architectural, mechanical and electrical drawings and specifications in accordance with Hawke's Bay District Health Board's capital project policies.
- ♣ Investigate and assist in defining the technical aspects of projects to ensure the best outcomes for HBDHB.
- ♣ Implement, coordinate and close a range of selected capital project tasks and manage tight time-frames for successful out-turn of tasks in association with staff, consultants and contractors.
- ♣ Is active in managing and maintaining health and safety requirements for the capital projects team.
- ♣ Assist in managing the Facilities technical library ensuring that As-Builts, CAD drawings and associated manuals are kept up to date and documented correctly
- ♣ Maintain safety and quality relating to care and processes within Facilities and the wider DHB.

Hourly rate

TBC

Key skills

Business / Technical Skills

- ♣ A high standard of computer aided drafting experience.
- ♣ Has working knowledge of developing scope of works, contract documentation and scheduling of projects and associated works.
- ♣ Time management, written and oral communication skills and customer focus is essential.
- ♣ Excellent computer skills, including Microsoft products.
- ♣ Good time management and organisational skills.
- ♣ Good written and oral communication skills.
- ♣ Proactive attitude and work practice.

Key Attributes

- ♣ Previous proven customer satisfaction with references showing true integrity.
- ♣ Professional involvement working within the public sector.
- ♣ Excellent written and oral communication skills.
- ♣ Positive attitude with problem solving focus.
- ♣ Team worker.
- ♣ Ability to work under pressure with minimal supervision
- ♣ Resilient approach with a sense of humour.

Preferred Contact Method

Apply by email to

matthew.fleming@hbdhb.govt.nz

To apply for this role, applicants must:

- provide a CV
- provide a cover letter

outline previous work experience
provide a referee
Please email for further details

Employer

Contact name Matthew Fleming
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Created 1/08/2022 11:08:17 a.m.