

DAIRYNZ Position Description

Maintenance Technician

Position

Position Title: Maintenance Technician

Direct Report: None

Budget: None

Management Position: No

Reports to: Research Delivery Manager

Career Level: Team Member

Revenue: No

Delegated Authority: No

Purpose of DairyNZ

Our Purpose: ***Deliver a positive future for New Zealand dairy farming.***

Our Vision: ***To make the levy the best investment of every New Zealand dairy farmer.***

That's why we exist for farmers, working alongside them and others to leverage our collective strength and create purposeful change.

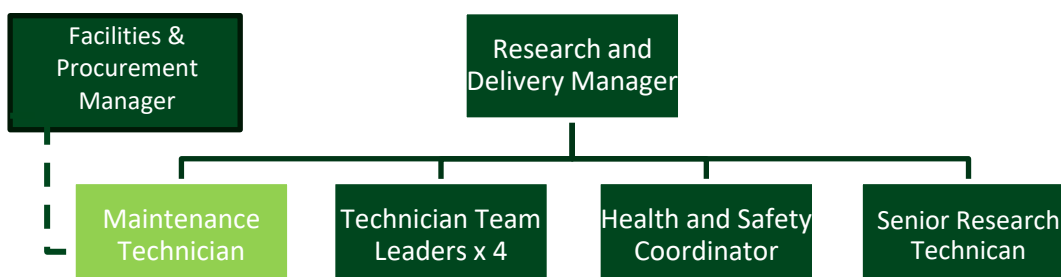
Purpose of the position

The Maintenance Technician is responsible for undertaking and coordinating maintenance activities across DairyNZ's research farms to ensure farm infrastructure, machinery, equipment and research facilities remain safe, reliable and fit for purpose.

Working closely with farm, technical and science teams, the role delivers preventative, planned and reactive maintenance, undertakes repairs where appropriate, coordinates specialist contractors when required, and supports the successful delivery of farm operations and research activities.

The role plays an important part in ensuring DairyNZ's research farms remain operational, safe and capable of delivering high-quality research that creates value for New Zealand dairy farmers.

Team organisation chart



Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

Key Performance Requirement:	Key Indicators:
Maintenance Planning & Delivery	Deliver safe, efficient and proactive maintenance services that minimise downtime and support farm and research operations. Key Performance Requirements • Deliver preventative, planned and reactive maintenance activities across research farms. • Diagnose faults and undertake repairs where appropriate. • Respond promptly to breakdowns and urgent maintenance requirements. • Coordinate specialist contractors where maintenance work falls outside the scope of the role. • Prepare farm infrastructure, machinery and equipment for seasonal farming and research activities. • Maintain accurate records of maintenance activities, servicing and repairs. • Ensure maintenance work is completed safely, efficiently and to a high standard. • Identify opportunities to improve maintenance practices and reduce equipment downtime. • Maintain tools, equipment and workshop areas in a safe, clean and organised condition. • Provide maintenance advice and feedback to the Facilities Manager on infrastructure condition, repair requirements and opportunities to improve reliability.
Farm Infrastructure	Maintain farm infrastructure to support safe, efficient farming and research operations. Key Performance Requirements • Repair and maintain fences, gates, raceways and stockyards. • Install, repair and maintain water systems, including troughs, pipelines, valves and pumps. • Clean and maintain water troughs. • Repair and maintain drainage, culverts and farm tracks where appropriate. • Complete general carpentry, welding, fabrication and farm maintenance tasks. • Maintain dairy shed surrounds and associated infrastructure. • Ensure infrastructure remains safe, functional and supports efficient farm operations and livestock management.

Machinery & Equipment	Maintain machinery and equipment to maximise reliability, safety and operational availability. Key Performance Requirements • Service and maintain tractors, farm vehicles, bikes, trailers and farm machinery. • Diagnose and undertake minor mechanical repairs on machinery and small engines. • Coordinate specialist servicing where required. • Perform routine servicing including lubrication, fluid checks and replacement of consumable components. • Ensure equipment is calibrated according to operational requirements and manufacturer specifications. • Maintain service histories and maintenance records. • Ensure machinery and equipment are maintained in a safe and operational condition.
Research Delivery Support	Support the successful delivery of DairyNZ's research programmes through well-maintained research infrastructure and equipment. Key Performance Requirements • Prepare research infrastructure and equipment for upcoming trials and seasonal research activities. • Install, modify and remove temporary research infrastructure and equipment. • Maintain specialist research equipment and facilities. • Work closely with scientists, technicians and farm teams to understand research requirements. • Ensure infrastructure and equipment support accurate, reliable and repeatable research outcomes. • Minimise disruption to research activities through proactive maintenance and timely repairs. • Assist with farm operations during peak periods where appropriate to support research delivery.
Health, Safety & Compliance	Promote a safe, compliant and well-maintained working environment. Key Performance Requirements • Follow DairyNZ Health, Safety and Wellbeing policies and procedures. • Develop, maintain and follow maintenance Standard Operating Procedures (SOPs). • Identify hazards and implement appropriate controls before commencing maintenance work. • Ensure appropriate use of personal protective equipment (PPE). • Report hazards, incidents and near misses promptly, ensure 'Defective' signage is used appropriately • Maintain a safe, clean and organised workshop and work

	environment. • Comply with relevant legislation, DairyNZ policies and industry best practice. • Support compliance with animal welfare, environmental and farm safety requirements.
Continuous Improvement	Support the continuous improvement of maintenance practices and farm operations. Key Performance Requirements • Identify opportunities to improve maintenance systems and work practices. • Recommend practical improvements that improve reliability and efficiency. • Reduce downtime through proactive maintenance and problem solving. • Contribute ideas that improve farm operations and research delivery. • Share knowledge and practical expertise with colleagues to build team capability.
Health, Safety & Compliance	Promote a safe, compliant and well-maintained working environment. Key Performance Requirements • Follow DairyNZ Health, Safety and Wellbeing policies. • Develop, maintain and continuously improve maintenance SOPs. • Ensure maintenance activities comply with legislative requirements. • Conduct hazard identification prior to maintenance work. • Maintain a safe, clean and organised workshop. • Ensure appropriate PPE is used. • Report hazards, incidents and near misses, ensure 'Defective' signage is used appropriately • Support compliance with Animal Welfare, environmental and farm safety standards.
Continuous Improvement	Continuously improve maintenance systems, infrastructure and operational efficiency. Key Performance Requirements • Identify opportunities to improve maintenance practices. • Improve asset reliability and reduce lifecycle costs. • Recommend improvements to infrastructure and equipment. • Standardise maintenance processes where appropriate. • Support continuous improvement initiatives across farm operations. • Share practical knowledge and coach others in safe maintenance practices.

How We Work	• Support and role model DairyNZ values and principles: Connected, Curiosity, Courage and Credibility. • Understand and adhere to company policies and guidelines. • Actively support and contribute to DairyNZ organisational culture of one team. • Actively support and encourage continuous improvement to drive our organisation forward. • Strive to provide a safe and healthy workplace • Role model industry safe working practices • Take appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others or the environment. • Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures. • Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management. • Comply with legislative requirements and relevant standard
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Key relationships

Internal	External
Research Delivery Manager	Maintenance Contractors
Facilities Manager	Equipment Suppliers
Farm Managers	Rural service providers
Farm teams	Machinery service technicians
Technician Teams	Electricians
Scientists	Plumbers
Research Delivery Team	Builders
Corporate Services	Engineers
Health and Safety Team	

Qualifications and experience

Essential	Preferred
Practical dairy farming or agricultural maintenance experience.	Trade qualification in mechanical, engineering, fabrication or a related discipline.
Demonstrated mechanical aptitude and practical problem-solving ability.	Experience within the New Zealand dairy industry.
Experience maintaining farm infrastructure and machinery.	Experience maintaining research or commercial farm infrastructure.
Welding and fabrication experience.	Chainsaw certification.
Experience operating tractors and farm equipment.	First Aid Certificate.
Ability to undertake maintenance and repairs independently.	

Farm electrical and electronic fault-finding capability.	
Plumbing or water reticulation experience.	
Good communication and teamwork skills.	
Strong commitment to health and safety.	

Job specific & technical competencies

Category	Descriptor/Evidence
Maintenance Planning & Delivery	- Plans and prioritises preventative and reactive maintenance. - Maintains accurate maintenance records. - Delivers maintenance work efficiently and to a high standard. - Coordinates specialist repairs when required.
Mechanical & Technical Capability	- Demonstrates strong practical mechanical skills. - Diagnoses faults and undertakes repairs safely. - Operates farm machinery competently. - Uses tools and workshop equipment safely and effectively.
Problem Solving	- Identifies maintenance issues quickly. - Applies practical solutions to minimise downtime. - Uses sound judgement when determining repair options. - Escalates complex issues appropriately.
Planning & Organisation	- Prioritises competing maintenance requirements. - Plans work to minimise disruption to farm and research activities. - Maintains an organised workshop and work environment. - Anticipates seasonal maintenance requirements.
Health & Safety	- Demonstrates safe work practices at all times. - Identifies hazards and manages risks appropriately. - Complies with DairyNZ policies and legislative requirements. - Encourages a positive health and safety culture.
Communication & Collaboration	- Builds positive working relationships across farm and research teams. - Communicates clearly and professionally. - Works collaboratively to solve problems. - Provides practical advice and support to colleagues.
Continuous Improvement	- Looks for opportunities to improve maintenance practices. - Learns from experience and shares knowledge with others. - Supports innovation and operational excellence. - Takes pride in delivering high-quality outcomes.

Career level competencies – Team Member

Competency	Descriptor/Evidence
CUSTOMER FOCUS	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
PRIORITY SETTING	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.