

Position Title:	Site Maintenance Engineer
Reports To:	Site Operations & Program Manager
Direct Reports:	Nil
Group:	Infrastructure, Site Operations
Key Relationships:	Site Operations & Program Manager, Colleagues in the Site Operations Team, AgResearch employees at Grasslands Campus, Contractors, External Stakeholders
Location:	Grasslands Campus, Palmerston North

WHO WE ARE

As part of the Government's reset of the science, innovation and technology system, on 1 July 2025, AgResearch, Manaaki Whenua – Landcare Research, Plant & Food Research, and Scion merged to form the New Zealand Institute for Bioeconomy Science, trading as the Bioeconomy Science Institute.

This merger has created a world-class research organisation of globally significant size and scale, with over 2,000 employees — including scientists, researchers, and support staff. It brings together fundamental science knowledge and expertise in the natural resources that underpin the bioeconomy and the native estate, alongside applied research capabilities in manufacturing, agritech and biotech, and the food and fibre sectors.

Our people drive innovation and commercial outcomes in the bioeconomy, using research and technology to support enduring economic growth and resilience, a healthy environment, and positive social outcomes for Aotearoa New Zealand.

This position sits under the current AgResearch group of the Bioeconomy Science Institute.

POSITION SCOPE & PURPOSE

The Site Maintenance Engineer will work closely with the Site Operations & Program Manager to ensure the facility operates at the required standards to enable AgResearch to achieve science and commercial goals. This role provides a proactive, efficient, and cost-effective building and facilities management service, ensuring all infrastructure is maintained to support both current operations and future needs. The Site Maintenance Engineer forms part of a team that is responsible for the efficient operation of the site facilities through effective monitoring and maintenance management.



KEY ACCOUNTABILITY AREAS

PROPERTY MANAGEMENT

- Collaborate with the Site Operations & Program Manager, and wider team in planning, costing and project management of capital and programmed maintenance work.
- Provide advice on site requirements, potential problems in critical areas and costing of remedial works.
- Monitor and manage site facilities using the Building Management System.
- Constantly work towards sustainable building systems.
- Promote and implement a comprehensive annual maintenance programme.
- Source competitive pricing and quotations of property maintenance and construction service.
- Ensure all underground utilities are maintained and in good working order and develop and keep updated as required accurate plans for water, electricity, storm water, sewage, and cabling for fire alarms, and data.
- Organise and supervise contractors (as required) carrying out site work including gas, electrical, lighting, plumbing, refrigeration, mechanical building plant and equipment building projects, IQP tests, Building WOF compliance.
- Provide engineering support to campus employees as required.
- This position requires you to be available for a standby and call out roster.

ENERGY MANAGEMENT

- Monitor energy consumption at Grasslands Campus, communicating with employees and implementing savings initiatives.

RISK MANAGEMENT

- Maintain a working knowledge of the security system, and any associated contractors.
- Co-ordinate fire system contractors and ensure systems remain fully operational.
- Respond to emergencies as part of the site on-call responsibilities.

LEGISLATIVE COMPLIANCE

- In conjunction with other employees, be responsible for ensuring AgResearch complies with legislation, such as the Building Act, Health and Safety at Work Act 2015, Resource Management and any other related legislation or by-law that may affect AgResearch from time to time.

HEALTH AND SAFETY

- Maintain current knowledge of Health and Safety at work legislation and AgResearch's Health and Safety Management policies, systems, and procedures.
- Ensure awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Identify and report any hazards, near misses or incidents as per prescribed policy and procedures.




- Demonstrate safe workplace behaviour by taking all practicable steps to ensure own and other's safety in the workplace.
- Attend scheduled Health and Safety training and development initiatives on a regular basis.

ORGANISATIONAL OBJECTIVES

- Apply and implement prescribed project management methodology into all project work.
- Apply principles of continuous improvement by taking ownership for identification, analysis and investigation of work-related matters with the intent to improve, manage compliance and initiate best practice in our place of work.
- Actively participate in and contribute to performance conversations and personal development.
- Embrace the AgResearch Values framework and develop own behaviours to support these Values on a continuous basis.
- Take responsibility to understand and apply AgResearch policy, processes, systems, and procedures on a daily basis.
- Commit to accurate and timely information sharing and recordkeeping as per set organisational standards.
- Perform additional tasks, duties and/or responsibilities as directed by your people leader.
- Assist and support AgResearch business across different science groups and business units, as agreed with your people leader.

INFORMATION MANAGEMENT

- Ensure that all information created or received during the course of your work is managed as per  AgResearch Information Management policy. This includes naming, storing, classifying and ensuring it is available to other staff as per the policy.



PERSON SPECIFICATIONS

The ideal candidate will demonstrate the following qualifications, experience, and capabilities:

EDUCATION & QUALIFICATIONS

- A relevant qualification related to Engineering or Electrical Engineering (preferred).
- Minimum of 5 years' experience in a similar site maintenance position in a commercial, education, research building environment or similar.

CAPABILITIES & EXPERIENCE

- Project management experience and an understanding of project management methodology (Advantageous)
- A background in engineering and/or electrical engineering.
- Practical knowledge and application of the Health and Safety at Work Act 2015.
- An understanding of boiler systems and controls.
- A working knowledge of Building Management Systems.
- An awareness of energy management and methods to achieve savings.
- Knowledge of fume cupboard installation, repair and testing.
- Working knowledge of domestic hot water and heating.
- Experience with HVAC heating, ventilation and air condition systems.
- Carpentry skills and electrical knowledge.
- Competent computer literacy across relevant software and systems.
- Ability to work independently and proactively with strong initiative.
- Effective team player with the ability to coordinate across teams and contractors.
- Excellent record keeping, and oral communication skills.



COMPETENCIES

Organisational wide competencies – these are the competencies determined by the organisation as critical to every role.	
Accountability	Accepts responsibility for one's actions regardless of outcomes.
Caring About People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.
Developing People	Provides support, coaching, training, and career direction to others.
Integrity	Acts honestly in accordance with moral or ethical principles
Driving Results	Accomplishes goals, completes tasks, and achieves results.
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.
Self-Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.
Role based competencies – these are the competencies required to perform this role.	
Anticipating Problems	Forecasts and detects errors, gaps, and potential flaws.
Detail Focus	Performs work with care, accuracy, and attention to detail.
Leveraging Work Skills	Applies technology and job-relevant abilities to complete work tasks.
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.
Processing Information	Gathers, organises, and analyses diverse sources of information.
Quality Focus	Strives to meet quality standards and produce quality work products.
Safety Focus	Attends to precautions and proper procedures to guard against work-related accidents and injuries.
Solving Problems	Identifies solutions given available information.
Teamwork	Collaborates with others to achieve goals.
Time Management	Plans and prioritises work to maximise efficiency and minimise downtime.

