



Position Description

Title	Buildings Maintenance Manager
Finance, Property and Legal	
Locations:	Christchurch
Reports to:	National Asset Manager (Property)
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	February 2026

Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, One Airways, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out www.airways.co.nz/about.

Business Unit Purpose

The Finance Procurement Property & Legal Team is responsible for the overall financial management and support processes within Airways, including transaction accounting, financial reporting, general ledger support to business units, financial IT systems and business planning, procurement strategy policies and procedures, and legislative requirements for Airways.

Purpose of the Position

To ensure that Airways manned buildings are appropriately maintained and compliant with all relevant legislative and Airways policies and requirements. This includes having appropriate code compliance (Building Compliance Schedule and Building Warrant of Fitness) supported by a comprehensive 10-year building maintenance asset plan. In addition, the Buildings Maintenance Manager will work closely with the National Asset Manager to manage the day-to-day maintenance activities (opex and capex works) across the building portfolio working closely with Airways Operational and Technical Teams.

General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Key Areas of Accountability	
Leadership	<ul style="list-style-type: none"> ▶ Provide direction, empower, motivate and develop others in order to achieve business unit, group and organisational goals. ▶ Be a role model for our shared values. ▶ Provide leadership to develop and build an engaged and high performing team. ▶ Manage performance of individuals and business area ensuring objectives and operational requirements are achieved.
Buildings Maintenance	<ul style="list-style-type: none"> ▶ Provide support and guidance for all building maintenance needs, managing daily activities across 18 Air Traffic Control Towers and main Radar Centres through an external maintenance contractor, while also being able to oversee and carry out maintenance management directly when required. ▶ Develop key performance indicators and actively manage the performance of the external maintenance contractor. ▶ Work with the National Asset Manager to deliver planned capital works in line with the building asset plan. ▶ Prepare, issue and review competitive quotations and tenders for both operational and capital works, in conjunction with the Procurement Advisor. ▶ Ensure all occupied operational buildings, and all maintenance work carried out, meet all relevant legislative and Airways requirements. ▶ Support the 10-year building maintenance asset management plan. ▶ Ensure all Airways Health & Safety and contract requirements are met. ▶ Provide strategic direction and implement improvements to strengthen building maintenance operations.
Project Implementation	<ul style="list-style-type: none"> ▶ Ensure capital works are supported by a scope of works / specification and Business Investment Case (if required) and work-flowed utilising Sentient PPM (project management software).

	<ul style="list-style-type: none"> ▶ Produce tender specifications and contract documentation for building projects, if required tender their provision, evaluate tenders, award contracts obtaining all Airways and regulatory approvals to implement works before proceeding. ▶ Implement and supervise building maintenance activities through to completion ensuring all work is undertaken in accordance with the specification and meets all operational, technical and regulatory requirements with defined project milestones and reporting points where necessary. ▶ Ensure the successful implementation of all projects on time, scope and on budget. ▶ Ensure all relevant documentation is fully completed including relevant internal project sign offs, provision of building code of compliance certificates, product guarantees and warranties, as built documentation, plant maintenance and operational manuals etc. ▶ Ensure all asset details are inserted into the asset management data base and future maintenance regimes put in place. ▶ Ensure all Airways Health & Safety and Contract requirements are met. ▶ Manage all maintenance work using a planned, safety-first approach that prioritises the wellbeing of staff, contractors and building occupants. Ensure risks are identified early, controls are put in place before work begins, and all activities are carried out in line with Airways safety procedures and relevant legislation.
Vendor Management	<ul style="list-style-type: none"> ▶ Oversee relationship between Airways and key maintenance partners. ▶ Enable positive relationships are established and maintained with suppliers so that they perceive long-term benefits in doing business with Airways.
Self-Development	<ul style="list-style-type: none"> ▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes.
Health & Safety	<ul style="list-style-type: none"> ▶ Responsible for pro-actively ensuring that the priorities of safety, and the principles adopted to secure it, are made explicit to all staff and contractors. ▶ Accountable for providing a safe work environment and implementing Airways health & safety systems for all staff and contractors. ▶ Accountable for creating a culture that promotes health & safety Responsible for ensuring staff and

	<p>contractors understand their health & safety obligations including obligations to keep Airways secure.</p> <ul style="list-style-type: none"> ▶ Responsible for driving continuous improvement in all aspects of health & safety and ensuring any current or new work practices are assessed for potential safety impact and they deliver on safety excellence.
Travel Requirement	<ul style="list-style-type: none"> ▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.
Budget	<ul style="list-style-type: none"> ▶ Responsible for managing an <u>opex</u> budget of circa \$1.5m.
Financial Delegation	<ul style="list-style-type: none"> ▶ Delegated financial authority for <u>capex business cases</u> \$250k. ▶ Delegated financial authority for <u>transactional expenditure</u> of \$100k.
Contractual Delegation	<ul style="list-style-type: none"> ▶ Signing Authority to a limit of \$NIL. ▶ Please refer to Delegated Financial Authority Policy for further information.
Legislative Owner	<ul style="list-style-type: none"> ▶ NIL.
Safety Sensitive	<ul style="list-style-type: none"> ▶ No.

Key Relationships / Customers	Nature of Relationship
Internal	
National Asset Manager (Property)	Reports to
Project Management Office	Work collaboratively with
Facilities Manager (Leased Buildings)	Work collaboratively with
Technology Group Maintenance Managers	Work collaboratively day-to-day
Air Traffic Services Staff and Managers	Work collaboratively day-to-day
Airways Senior Management Team	Work collaboratively day-to-day.
External	
Maintenance Partners	Manage maintenance contracts
Various Suppliers	Support maintenance activities.

Formal Qualifications / Training / Experience	Required	Desirable
Relevant tertiary degree in technical or business management or equivalent experience in building maintenance industry in New Zealand/or internationally		✓
Applicants with a background in Mechanical Engineering are strongly encouraged, as these skills will complement the existing team and support effective decision-making across complex building systems and maintenance activities.		✓
A solid understanding of mechanical building services—such as HVAC, and associated control systems—would be highly beneficial and would strengthen the team’s capability to manage technical maintenance challenges.		✓
Minimum of 5 years’ experience managing large external facilities maintenance contracts, including the maintenance, design and construction of buildings, with a proven ability to deliver safe, compliant and high-quality outcomes.	✓	
Experience working and engaging at a senior level within a government or government-related organisation, with the ability to communicate clearly, influence decision-making and manage complex stakeholder expectations.		✓
Experience in managing budgets	✓	
Prior experience with project methodology and project management	✓	
Efficient user of MS Office	✓	
Exceptional knowledge of safety legislation, supported by relevant qualifications in construction or occupational safety, and the ability to apply these requirements in a practical, safety-first maintenance environment.	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
Accountable – Owns decisions and is accountable; consults with people; accesses information and analyses facts from a broad viewpoint; balances the needs of stakeholder; has confidence in decisions and applies them consistently to decisions.	✓	
Customer & Partnership Focused - Builds long-term, strategic and sustainable relationships with both internal and external customers/partners; understands the customer’s business and requirements; manages expectations and builds respect rather than seeking to be liked.	✓	

<p>Commercial Acumen - Drives the commercial success of Airways by creating value, managing costs and understands customer requirements.</p>	✓	
<p>Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.</p>	✓	
<p>Is Visible - Gets out of the office and is visible in the workplace and at crucial meetings; takes the time to know staff as individuals; walks the talk – what they say is what they do; is friendly and approachable – makes time for staff; takes problems and ideas seriously, is prepared to modify position and keeps people informed.</p>	✓	
<p>Builds Capability - Identifies skills and knowledge required to achieve strategic objectives; takes a broad approach to considering where skills can be sourced from, internally and externally; selects people that will have the competencies and skills to lead and execute; creates and builds a complimentary team of successors.</p>	✓	
<p>Dealing with Pressure - Copes with complex problems calmly; maintains a good rapport with people in stressful situations; handles issues and problems as they arise; is calm even under difficult circumstances; takes time to think problems through.</p>	✓	
<p>Makes Decisions - Prepared to make decisions, within limits of authority and does so in a timely manner; balances the needs of staff and operational needs; makes decisions which are consistent with the values; pre-emptively identifies staff issues and situations.</p>	✓	
<p>Planned & Organised - Develops realistic plans to ensure deadlines are met; ensures all resources available to implement the plan; continually reprioritises as new work comes in, based on criteria and information from the customer; works on a number of jobs simultaneously without any dropping off.</p>	✓	
<p>Problem Solving - Seeks out the data required; identifies discrepancies in data and is meticulous in generating hypotheses that incorporate all the symptoms; is tenacious when faced with difficult problems maintaining a systematic and logical approach; appreciates there are always a number of solutions to problems and thinks laterally to identify these.</p>	✓	
<p>Quality Focused - Thoroughly checks own work against standards, designs or specifications; tests in detail all functionality before releasing systems; uses knowledge of the whole system to test all potential impacts and to verify</p>	✓	

final outcome; designs or uses tests which check changes made.		
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Key Behaviours – Leading Self			Required
Put Our People First	Lead and Engage Authentically	<p>Coaches and develops others: Helps others in day-to-day tasks and promotes a One Airways approach by sharing knowledge with others</p> <p>Fosters trust, safety, and inclusion: Treats others with respect and values diverse perspectives</p> <p>Celebrates the success and achievements of others: Congratulates peers on their success</p>	✓
Serve all Airspace users	Safety Focused Thinking	<p>Operates with a safety-led mindset: Takes personal accountability for the safety of themselves and those around them, and proposes new ideas to improve safety</p> <p>Applies a customer-centric lens: Understands the needs of relevant customers and stakeholders</p>	✓
Unlock Future Growth	Innovation & Results Driven	<p>Focuses on growth, financial performance, and drives innovation: Focuses on growth and financial impacts and looks for innovative solutions</p> <p>Considers future needs when making decisions: Understands future objectives and needs</p> <p>Strives for excellence in performance: Completes day to day tasks at a high quality</p>	✓
Support Sustainable Aviation	Sustainability Champion	<p>Promotes sustainability and champions sustainable practices: Champions Airways commitment to sustainability</p> <p>Embeds and improves sustainable practices: Adopts sustainable practices and proposes ideas for incorporating sustainability into existing processes</p>	✓

Our values underpin everything we do



We are
safe

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



We strive for
excellence

We deliver our best work each and every day, and look for ways to continue to improve what we do



We are
One Airways

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration



We celebrate
success

We recognise our people's achievements, big and small, and celebrate our successes