



## POSITION DESCRIPTION

<b>Role Title:</b>	Substation Maintainer
<b>Reports To:</b>	Maintenance Supervisor
<b>Direct Reports:</b>	Nil
<b>Location:</b>	Invercargill

### POWERNET

**Our Purpose: Safe | Efficient | Reliable: Power to Communities**

<p><b>Our Critical Success Factors</b></p> <ul style="list-style-type: none"> <li>Safety Always</li> <li>Customer Focus</li> <li>Continuous Improvement</li> <li>Passionate Empowered People</li> <li>Courageous Leadership</li> </ul>	<p><b>Our Values</b></p> <ul style="list-style-type: none"> <li>Up Front and Honest</li> <li>Make a Difference</li> <li>Do It Once, Do It Right</li> <li>Back Each Other</li> <li>Take Positive Action</li> </ul>
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### PURPOSE OF THE SUBSTATION MAINTAINER ROLE

**Role Purpose: Maintain and Improve the Electrical Network**

<p><b>CRITICAL SUCCESS FACTORS</b></p> <ul style="list-style-type: none"> <li>Safety Always</li> <li>Customer Focused</li> <li>United Teamwork</li> <li>Right Skills</li> <li>Good Communication and Information</li> </ul>
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### KEY RELATIONSHIPS

	<b>Nature of Contact</b> <small>(Conversational, motivation, persuasion, liaison, technical advice, resolve conflict, leadership, reporting, advocating, marketing, selling, negotiation)</small>	<b>Frequency of Contact</b> <small>(Daily, weekly, monthly, yearly)</small>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Administration Team</li> <li>All PowerNet Staff</li> <li>Managers</li> <li>Maintenance Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>Conversational</li> <li>Conversational</li> <li>Technical Advice</li> <li>Reporting, Negotiation, Informing, Technical Advice</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> <li>As required</li> <li>As required</li> <li>Daily</li> </ul>
<p><b>External</b></p> <ul style="list-style-type: none"> <li>Customers</li> <li>Suppliers</li> <li>Project Managers</li> </ul>	<ul style="list-style-type: none"> <li>Persuasion, Technical Advice</li> <li>Persuasion, Technical Advice, Negotiation</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> <li>Daily</li> </ul>



	<ul style="list-style-type: none"> <li>• Technical Advice, Negotiation, Informing</li> </ul>	<ul style="list-style-type: none"> <li>• As Required</li> </ul>
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**KNOWLEDGE AND EXPERIENCE, SKILLS AND ATTRIBUTES REQUIRED**

**Essential Criteria**

- New Zealand Certificate in Electricity Supply Level 4 qualification or equivalent.
- Registered Electrician or Registered Cable Jointer with current Practising Licence. Current Full Drivers Licence Class 1.

**Preferred Criteria**

- Attainment or currently studying towards a Level 5 qualification in Electricity Supply. Level 3 New Zealand Certificate in Electricity Supply – Field Switching.
- Heavy Traffic Licence Class 2, Forklift Licence.
- Traffic Management T/C or STMS, Network Access Certificate, Plant Operators Certificate.
- Relevant high voltage industry experience.

**Experience Knowledge and Skills**

- Minimum of 3 years’ relevant experience post-qualification.
- Computer literate and an understanding of the basic Microsoft Office Suite of products.
- Ability to review, develop and implement changes with industry technology.
- Competent to carry out commissioning and maintenance tasks on electricity supply industry systems
- A good level of written and oral communication skills with proven experience in writing reports on faults, maintenance and commissioning of electricity supply industry equipment.

**Attributes:**

- Well-developed interpersonal skills, a cooperative, team player.
- Ability to perform call-out duties, possibly alone and after hours, in inclement weather.
- Work outdoors in all types of weather and environmental conditions. Work at heights, and be capable of working from an EWP, a ladder, and/or in a harness.
- Capable of lifting and working with bulky equipment.
- Capable of distinguishing colour coded equipment.
- Maintains a strong and consistent focus on industry safety standards applicable to areas of practice (Safety Management Electricity Industry, SMEI).

AUTHORITY LEVELS	ACTIVITY	CRITERIA
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Authority to commit routine expenditure</li> <li>• Freedom to utilise and purchase materials</li> </ul>	Within delegated authority
<b>Contractual</b>	<ul style="list-style-type: none"> <li>• Has power to act within bounds of contracts.</li> </ul>	<ul style="list-style-type: none"> <li>• In relation to delivery of services to customers</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

**ROLE SPECIFIC ACCOUNTABILITIES**

The specific accountabilities for this position are aligned to the technical competency profile for the role and referenced accordingly.

I am responsible for	What success looks like	I will be successful when I
<b>Coordination and completion of tasks and projects</b>	<ul style="list-style-type: none"> <li>• Undertake substation inspections, planned maintenance activities,</li> </ul>	



	<p>capital works within the Company's technical works areas.</p> <ul style="list-style-type: none"> <li>• Attend faults to repair and restore equipment and electricity supply to normal service condition.</li> <li>• Assist in the identification and scoping of projects for future client work programs, and asset management plans.</li> <li>• Manage allocated tasks and ensure work is carried out in a manner that complies with legislative, company, and client requirements.</li> <li>• Demonstrate capabilities in the planning of work and the allocation of resources (via the Supervisor) to complete planned work in a manner that meets agreed targets.</li> <li>• Ensure subcontractors conduct their work on PowerNet clients systems to the required company and industry standards.</li> <li>• The coordination and completion of assigned projects or tasks to achieve the Technical team's targets and also meet the agreed outcomes of PowerNet.</li> <li>• The effective and efficient liaison with field staff, to ensure the planning of the day to day work, and the scheduling of outages with System Control is performed in a professional manner.</li> <li>• Assist with the implementation, in association with others, of improvements to the operation and development of PowerNet.</li> <li>• Use controlled opportunities to trial new techniques and tools to correctly evaluate them and to assist with meeting PowerNet's needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete assigned tasks, on time and efficiently to industry standards.</li> <li>• Ensure the client's requirements are understood and met.</li> <li>• Liaison with the client's project managers and other staff is effective and efficient.</li> <li>• Complete planned work on time and to required standard</li> <li>• Consistently use incident and accident reports and tailgate forms when required to do so.</li> <li>• Record information correctly for input to data systems and records</li> </ul>
<p><b>Service Performance Outcomes</b></p>	<ul style="list-style-type: none"> <li>• Assist the Supervisors in the management of the field work and</li> </ul>	<ul style="list-style-type: none"> <li>• Use formal and informal means to measure performance and identify</li> </ul>



	<p>coordinate with other teams to achieve agreed performance goals.</p> <ul style="list-style-type: none"> <li>The provision of reports to the Supervisors/Substations Engineer relating to work in progress and issues with plant and equipment.</li> </ul>	<p>where improvements can be made.</p>
<b>Training and Development</b>	<ul style="list-style-type: none"> <li>The successful supervision and training of apprentices in order for them to gain the required competencies relating to their training pathway</li> <li>Assist with training and staff development, the improvement of your own skills, assisting in enhancing the skills of the Operations (Technical) team and other PowerNet staff.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in the facilitation and transfer of knowledge to develop skills in all staff.</li> <li>Explore opportunities to extend my own knowledge skills and training.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Undertake such other tasks and responsibilities as may be reasonably required from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Take on additional duties willingly when asked.</li> <li>Look for additional work when not busy.</li> <li>Support others whenever possible.</li> <li>Am willing, participative and responsive in emergency situations.</li> </ul>

<b>COMPANY SPECIFIC RESPONSIBILITIES</b>		
<b>CRITICAL SUCCESS FACTORS</b>	<b>What success looks like</b>	<b>I will be successful when I</b>
<b>Safety Always</b>	<ul style="list-style-type: none"> <li>Adherence to safe working practices and compliance with the provisions of the Health and Safety at Work Act 2015 and the Company Safety policies appropriate to the working conditions</li> <li>Compliance with the Electricity Regulations 1997, Electricity Act 1992, and associated Codes of Practice.</li> <li>Ensure staff and contractors working for PowerNet are aware of the safe</li> </ul>	<ul style="list-style-type: none"> <li>Apply "I am safe" behaviour to all workplace practices.</li> <li>Comply with all policies and Acts related to health and safety.</li> <li>Comply with all regulations, legislation and Codes of Practices</li> <li>Record all safety non-conformances and subsequent corrective actions</li> <li>Take all practicable steps to ensure my own safety, the safety of our</li> </ul>



	<p>working practices to establish a safer and hazard free workplace</p> <ul style="list-style-type: none"> <li>• Show a commitment to and comply with the company's health and safety policies, systems and procedures.</li> <li>• Ensure safety is a consideration in all aspects of your work and use safe work practices and procedures at all times.</li> <li>• Be pro-active and identify and report hazards and apply appropriate hazard control measures. Engage with the public wherever possible to increase awareness of hazards.</li> <li>• Report all work or observed network accidents (hits), and incidents, (near hits)</li> <li>• Report all illnesses.</li> <li>• Report faulty facilities, plant and equipment immediately.</li> <li>• Ensure that you are not impaired physically or mentally to carry out assigned tasks.</li> </ul>	<p>contractors and the public and their property.</p> <ul style="list-style-type: none"> <li>• Ensure the continuous improvement of the Company's Health and Safety Policies with the associated commitment to accurate reporting and recording</li> </ul>
<p><b>Customer Focus</b></p>	<ul style="list-style-type: none"> <li>• High Quality workmanship</li> <li>• Quality of product</li> <li>• Quality of service</li> <li>• Maintain high levels of cooperation with the public, customers and employees of PowerNet</li> </ul>	<ul style="list-style-type: none"> <li>• Have a do it once, do it right attitude</li> <li>• Every interaction I have with others encourages a return engagement</li> <li>• Am dedicated to meeting the expectations and requirements of internal and external customers.</li> <li>• Get first hand customer information and use it for improvements in products and services.</li> <li>• Act with customers in mind.</li> <li>• Establish and maintain effective relationships with customers and colleagues and gain their trust and respect.</li> </ul>
<p><b>Passionate Empowered People</b></p>		<ul style="list-style-type: none"> <li>• Develop harmonious working relationships with all other teams.</li> </ul>



	<ul style="list-style-type: none"> <li>• Operate as a team member ensuring good working relationships with all other teams.</li> <li>• Complete business obligations in an ethical manner and produce a positive contribution for all who engage with you.</li> <li>• Ensure others are fully informed of any activities or issues that may impact on the work they are doing in their areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Share my knowledge and expertise.</li> <li>• Ensure information on my activities is provided to those who may need knowledge of it.</li> <li>• Live to the organisations values in my daily work.</li> <li>• Give my best every day, all day.</li> </ul>
<p><b>Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Support and participate in working practices based on Total Quality Management principles.</li> <li>• Ensure appropriate quality audits are conducted each month.</li> </ul>	<ul style="list-style-type: none"> <li>• Am dedicated to providing organisation or enterprise wide common systems for designing and measuring work processes.</li> <li>• Seek to reduce variances in organisation processes.</li> <li>• Deliver the highest quality products and services which meet the needs and requirements of internal and external customers</li> <li>• Am committed to continuous improvement through empowerment and management by data.</li> <li>• Leverage technology to positively impact quality.</li> <li>• Am willing to re-engineer processes from a full review of the existing.</li> <li>• Am open to suggestions and experimentation.</li> <li>• Creates a learning environment leading to most efficient and effective work processes</li> </ul>
<p><b>Courageous Leadership</b></p>	<ul style="list-style-type: none"> <li>• Act in a manner which reflects the Company's vision and values</li> <li>• Be a role model of optimum health and safety practices.</li> <li>• Assist in developing new ways of working that enhances the delivery of service.</li> </ul>	<ul style="list-style-type: none"> <li>• Align with the culture, values and company purpose.</li> <li>• Operate with purpose and values in mind.</li> <li>• Encourage others to act in a manner aligned with organisational culture, values and purpose.</li> </ul>



	<ul style="list-style-type: none"><li>• Ensure safety and quality is part of everything they do.</li><li>• Work with management to develop a culture and workplace that we can all be proud of.</li><li>• Commit to a 'one way of working' philosophy.</li></ul>	<ul style="list-style-type: none"><li>• Promote a positive image of the Company within the Group, amongst customers and the public at large.</li></ul>
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*Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager and may be included in performance review accountabilities.*

**Incumbent:** \_\_\_\_\_

**Date:** \_\_\_\_\_