

POSITION DESCRIPTION

Role Title:	Electrician
Reports To:	Technical Supervisor
Direct Reports:	Nil
Location:	Racecourse Road, Invercargill

POWERNET

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

CRITICAL SUCCESS FACTORS

- Safe practice always
- Customer focus
- Professionalism
- Effective networking
- Teamwork

PURPOSE OF ELECTRICIAN ROLE

Role Purpose: Installation, maintenance and testing of electrical equipment.

KEY RELATIONSHIPS

Internal <ul style="list-style-type: none"> • Technical Supervisor • PowerNet Staff 	<ul style="list-style-type: none"> • Conversational, liaison, technical advice, negotiation, persuasion • Conversational, liaison, technical advice 	<ul style="list-style-type: none"> • Daily • As Required
External <ul style="list-style-type: none"> • Customers • Contractors • Suppliers 	<ul style="list-style-type: none"> • Advising, Supporting Informing • Negotiation and Contractual • Persuasion, technical advice negotiation 	<ul style="list-style-type: none"> • As required • As required • As required

KNOWLEDGE AND EXPERIENCE, SKILLS AND ATTRIBUTES REQUIRED

Essential Criteria

Qualifications:

- 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:

- 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.

Specific Technical Competencies:

- General electrical wiring experience in an electricity supply company environment.
- Cable jointing on 11kv, 22kv and 400 volt underground systems.
- Sound fault diagnosis and repair techniques.
- Thorough knowledge of supply company safety procedures including work authorisation systems.

Experience Knowledge and Skills:

- Knowledge of the electrical supply industry
- 3-5 years' experience in electrical supply network installation.
- Computer literate with 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:

- Ability to deal with multiple issues and keep your cool.
- Highly motivated, determined, enthusiastic and reliable.
- Shows respect for individuals, has integrity, high personal and professional standards.
- Well organised, able to prioritise conflicting demands.
- Pragmatic, flexible and adaptable.
- Team player. Defines and resolves a problem and sees it through to a satisfactory conclusion.
- Takes responsibility for own performance and development in relation to work, career and life goals.
- Excellent organisational skills.
- Willing to participate in team actions/ activities and the development of relationships, both within and outside the team.
- Good verbal and written skills.

I am responsible for	What is expected of me
<p>Coordination and completion of tasks and projects</p>	<ul style="list-style-type: none"> • Carry out underground installation, maintenance and fault work as required. Work on 11kv, 22kv and low voltage underground equipment • Organise and carry out fault, repair and servicing work • Carry out general electrical wiring within installations as required • Participate in the afterhours standby roster for fault responses and emergency work • Assist with the development and use of new products and techniques that may improve efficiency, productivity and enhance the Company's reputation amount the Network Supply Companies • Manage allocated tasks and ensure work is carried out in a manner that complies with legislative, company and client requirements • Demonstrate capabilities in the planning or work and the allocation of resources (via the Supervisor) to complete planned work in a manner

	<p>that meets agreed targets</p> <ul style="list-style-type: none"> • The coordination and competition of assigned projects to achieve the teams targets and agreed outcomes
Service Performance Outcomes	<ul style="list-style-type: none"> • Assist the Supervisors in the management of the field work and coordinate with other teams to achieve agreed performance goals • The provision of reports to the Supervisor/Substations Engineer relating to work in progress and issues with plant and equipment
Interfacing with Customers	<ul style="list-style-type: none"> • Assist the company in its endeavours to find new work by following up on information supplied by customers and other personal contacts • Build positive relationships with key customers with the object of obtaining repeat business • Maintain an overview of all current contracts under your responsibility to ensure staff have the necessary knowledge and support to carry out the work successfully and provide ongoing job control • Participate in a contract review methodology with other distaff to ensure that the company operates to provide the best possible customer service • Be responsive to customer concerns/complaints and ensure prompt, effective and corrective action
Liaison with other parties	<ul style="list-style-type: none"> • Be aware of priorities for work in progress and work to these wherever possible • Maintain a high level of knowledge of appropriate PowerNet standards and requirements as they effect work undertaken by the company • Maintain a successful working relationship with other PowerNet teams that ensure a high degree of cooperation exists to the mutual benefit of both parties • Obtain all necessary consents and approvals required to undertake projects safely and to the appropriate standards
Interface with Staff	<ul style="list-style-type: none"> • Onsite supervision of allocated staff to ensure work in completed safely and to the requirements • Assist with the induction of new staff to ensure that they quickly become familiar with the practices of the company as applied to projects and health and safety • Ensure that staff receive all the assistance needed to adhere to the safe policies that are in effect and contribute to the elimination of hazards that may affect the staff and company
Job Completion and close out	<ul style="list-style-type: none"> • Maintain up to date records of work completed including time,

	<p>materials and variations that may affect job costs</p> <ul style="list-style-type: none"> • Ensure that job completion reporting is undertaken in a timely manner at the conclusion of a project
Other Duties	<ul style="list-style-type: none"> • Ensure that all company policies and procedures are understood and complied with as required • Undertake such other responsibilities as may be reasonably required from time to time • Protect all company assets under your control against loss, waste, misuse through negligence or dishonesty

Success Factors	What success looks like
Safety Always	<ul style="list-style-type: none"> • You and the others you interact with, go home unharmed by choosing safer behaviours • If something goes wrong, you report it immediately • You are adopting the new safety requirements with an open mind set
Efficiency and Reliability	<ul style="list-style-type: none"> • You are ready to do your tasks • Stepping forward to be self sufficient • Set up with the right equipment and organised • You look for ways to get the job done rather than talking about why you can't do it
Customer Focus	<ul style="list-style-type: none"> • Build strong relationships with all customers/clients and employees • Provides a service to our customers that go beyond their expectations • Identify any opportunities that may benefit our customers
Continuous Improvement	<ul style="list-style-type: none"> • You make suggestions and identify ways to make things better • Stay involved to make it happen • You bring ideas and contribute to the final decision • Avoid the trap of expecting others to solve your problems • You bring an open mind set to change
Courageous Leadership	<ul style="list-style-type: none"> • Your behaviour reflects the Company's vision and values • Lead from the front in health and safety practices • Bring new ideas to develop our business • Assist in providing a culture within PowerNet we can all be proud of

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: _____