

Aotea Electric Southern Ltd

Service Electrician – Position Description

POSITION PURPOSE

To undertake the duties of Electrician at Aotea Electric Southern Ltd within the Servicing division.
To provide electrical services to a wide variety of projects, repairs, and installations.

MAIN OBJECTIVES

1. To carry out assigned work, being installations, repairs, fault finding, and testing by the Service Manager or delegated representative.
2. To develop and maintain professional relationships with trades staff, other contractors, Clients, and Aotea Electric Southern Ltd Management.
3. Ensure all work is undertaken to a high standard, compliant, safe, and efficient operation taking into account the financial goals for each contract/job.
4. To report regularly to the Service Manager or delegated representative on progress, in particular achievement against milestones, potential risks, and the associated risk-mitigating strategies as required.

RELATIONSHIPS

Reports to:	Service Manager – Aotea Electric Southern Ltd Delegated Representative
Supervision of:	N/A.
Internal Relationships:	CEO, Aotea Group Holdings Ltd General Manager, Aotea Electric Southern Ltd All Other Aotea Electric Southern Ltd Management and Staff
External Relationships:	Other Aotea companies, Clients/Customers, External Consultants, Inspectors, Suppliers, and wholesalers

LOCATION

You will perform the work at the location detailed in Schedule 1 of your employment contract.

TREATY OF WAITANGI

Aotea Electric Southern Ltd is committed to its honouring the principles under the Treaty of Waitangi. As an employee, you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation, and Protection.

HEALTH AND SAFETY

Aotea Electric Southern Ltd is committed to achieving the highest level of wellbeing, health, and safety for its staff. All employees are expected to take initiative and identify, report, and resolve issues that may cause harm to themselves or others. As an employee of Aotea Electric Southern, the health and safety of clients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times and to actively participate in health and safety programs in your area. It is expected that you will report all accidents, near misses, or potential hazards to your manager.

QUALITY AND RISK

Aotea Electric Southern Ltd is committed to the concept of quality improvement. As an employee, you are required to actively participate in quality improvement and risk management programs, as required.

HOURS OF WORK

The normal hours of work for the position are set out within Schedule 1 of your employment contract.

COMPLIANCE

To assist in ensuring compliance across the following categories

- ◆ Sub-Contractors
- ◆ Building Act
- ◆ Electrical Regulations and NZ associated standards
- ◆ Health & Safety in Employment Act
- ◆ Accreditation and quality assurance
- ◆ Audits

KEY TASKS/ACCOUNTABILITIES

• Key Tasks

- Assist the Service Manager or representative on claims as required
- Be the on-site point of contact for the client/customer, while keeping the Service Manager fully informed.
- Assist with enforcing policies and procedures of Aotea Electric Southern Ltd
- Regular Target Setting and reporting to Service Manager
- Assist with effective material purchasing based on actual requirements
- Assist with completing As-Built documentation as required
- Maintaining and enhancing customer relationships
- Developing new customers
- Working alongside separate divisions in a team environment.
- Assist in ensuring stock levels are kept to a minimum and managing stock returns
- Quality Control as directed by the Service Manager or delegated representative
- Assist with on-the-job training of Apprentices within Aotea Electric Southern Ltd as required
- Assist with timesheets being completed accurately and given to Service Manager or delegated representative on a timely basis
- Follow all Aotea Electric Southern Ltd's policies and procedures
- Be part of an on-call roster as required

• Health and Safety

- Ensuring Health and Safety is carried out as per the Aotea Electric Southern's Health and Safety Policy for all Aotea Staff and sub-contractors
- Ensure all Aotea staff are complicit with specific site Health and Safety requirements.
- Assist to ensure all Plant is compliant with Health and Safety guidelines
- Undertake all on-site health & safety requirements and liaise with the Service Manager
- Carry out toolbox meetings and training as required

• Financial

- Be aware of the financial objectives of any priced work. (i.e. hours, materials, timeframes)
- Report correctly and accurately on accounts as required

The above key tasks will form the basis for assessing performance in the role.

NOTE: This job description has been prepared to assist in the appointment. All Aotea Electric Southern Ltd job descriptions are subject to review from time to time and may therefore be revised after consultation with the employee to suit changing service requirements.

PERSON SPECIFICATION

- Creates an environment that:
 - Encourages individual actions and contributions
 - Values individual effort and innovation
- Behavior demonstrates cultural appropriateness.
- Builds and maintains productive working relationships.
- Must be able to develop strong client relationships.
- Is goal orientated and can articulate a vision.

Work Experience/Qualifications

- New Zealand Electrical Registration
- Currently Practicing Licence
- NZ Drivers License
- New Zealand Resident or currently holds a New Zealand Work Visa
- Capital project/contract or Service experience is essential.
- Attention to detail and the ability to read building plans and electrical drawings are essential.

Skills/Knowledge

- Ability to develop effective relationships.
- Performance-driven and outcome focussed.
- Good in the field of oral and written communication.
- Ability to develop rapport with others and to work effectively with teams.
- Demonstrated competence in performing and delivering under tight financial constraints and within strict timeframes.
- Have the ability to cope with increased demands, changes to planned work schedules, and greater challenges
- Show initiative, innovation, and be proactive when dealing with problems and new situations to achieve acceptable results.

Personal & Professional Development

- Assumes responsibility for personal and professional work education and development.
- Identifies any learning needs and participates in own performance review annually.
- Performs such other duties as reasonably required by the Service Manager or delegated representative in accordance with the conditions of the position.

Problem Complexity

- This position requires the incumbent to be independent and work as part of a team in his/her practice, to be able to make a decision and to be accountable for those decisions.
- The incumbent is required to utilise sound problem-solving strategies as required

Employee _____

Date: _____

Employer _____

Date: _____