



**Electrical Fitter
Position Description**

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| Location | 10 Chelmer Street, Oamaru. |
| Reports to | Vegetation and Electrical Services Manager. |
| Direct reports | Nil. |
| Who we are | <p>Network Waitaki is an electricity distribution and energy services business that powers our local economy.</p> <p>Our core business is bringing electricity from the national grid to over 13,000 connected customers in North Otago and parts of South Canterbury, providing innovative energy solutions to our customers.</p> <p>We also have a growing Contracting business which provides electricity distribution network construction and maintenance services across New Zealand.</p> <p>We are based in the vibrant coastal town of Oamaru with a team of around 87 passionate and dedicated staff.</p> |
| Purpose of position | <p>To undertake a wide range of electrical installation, testing and maintenance activities on and around our network assets at all voltage levels.</p> <p>To undertake electrical fault work (including after-hours) as required.</p> <p>To undertake electrical installation, testing and maintenance activities for private customers as required.</p> <p>Due to the 24/7 nature of our operation, the Electrical Fitter will be requested to be available for after hours and emergency situations as part of their role. On occasion, as part of your duties you may be required to work outside the North Otago region, and this may involve working away from home for short periods of time.</p> |

Key Accountabilities

1. Health and safety

- Comply with agreed health and safety processes and procedures, identifying hazards and controlling risk to ensure everyone goes home safely each day.
- Actively identify and control all risks which could cause serious harm.
- Ensure that all members of your team adhere to company policies and procedures.
- Identify, report and assist to eliminate hazards in your workplace.
- Ensure compliance with agreed health and safety processes and procedures.
- Ensure all actions do not present risk to yourself, your team, the public or your equipment and plant.

2. Team Player

- Contribute positively to Network Waitaki culture and share successes, learnings, and innovations within the Network Waitaki team which, as a result, delivers superior performance.
- Remain current with trends and best practice relating to Electrical Fitter activities, share and utilise this.
- Model expected behaviours to all colleagues, customers, and other stakeholders.
- Work in a manner that reflects a clear alignment with the values and expectations of Network Waitaki.
- Take ownership of issues – see it, own it, sort it.
- Assist and support the learning of trainees.

3. Electrical Fitting

- Undertake electrical installation, testing and maintenance of network equipment including (but not limited to) underground distribution systems, distribution substations, switching stations, zone substation and customer assets whilst ensuring compliance with applicable standards and regulations.
- Contribute to the development and improvement of electrical best practice, standards, procedures, guidelines and work methodologies to ensure continuous improvement and accuracy.
- Regularly refer to electrical best practice, standards, procedures, guidelines and work methodologies to ensure compliance.
- Engage and liaise with management, other Contracting team members, and Project Engineers to ensure project and task outcomes are achieved to meet safety, quality and technical requirements.
- Provide feedback, completed work packs and accurate records to management upon completion of each job.

4. Work Planning and Management

- Work with management to ensure the planning of work activities ensures the effective utilisation of people, plant and resources.
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- Ensure vehicles and equipment are kept safe, operational, with minimal damage, and in accordance with the Motor Vehicle Policy.
- Ensure that any defect or maintenance requirements are reported immediately.
- Ensure all paperwork, test records and other job requirements are completed accurately, on time and to the required standard.

5. Quality

- Ensure all work completed is in accordance with agreed standards and plans and meets good industry practice.
- Have pride in workmanship to ensure the best outcomes for Network Waitaki and our customers.
- Provide feedback on standards, procedures and equipment to ensure continuous improvement.
- Participate in reviews of completed work to ensure compliance and close out of outstanding issues.

Key Performance Indicators

- No injuries or harm to you or your team arising from your work and activities.
- No lost time or productivity due to planning or organisational issues within your scope of influence.
- All work is completed on time and to specification, with no rework required.
- Demonstrated contribution to a positive, collaborative work culture which aligns with Network Waitaki's values.
- Exceptional customer service provided with no negative feedback received.
- All required records and processes are completed within required timeframes.
- No loss or damage to plant or equipment within your control.

Preferred Attributes

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| Qualifications | <p>Full NZ Driver's License Class 1 required</p> <p>Relevant electrical qualification - National Certificate in Electrical Engineering (Level 4) or assessed equivalent</p> <p>EWRB Practising License (Electrician or EST) required</p> |
| Experience | <ul style="list-style-type: none"> • 3+ years' experience as an Electrical Fitter • Good knowledge of electrical maintenance requirements of electrical distribution, switching station and zone substation assets up to and including 33kV. • Excellent verbal communication and interpersonal skills. • High standard of written communications. • Good working knowledge of relevant standards, regulations, codes of practice and Safety Manual Electrical Industry (SM-EI) parts 1 – 3. • Familiar with common software applications (e.g., Outlook, Word, Excel) and mobile technology. |

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| Fitness for Work | Electrical Fitters need to be able bodied and physically fit to complete their duties safely, including compliance with our Drug and Alcohol policy. A regular medical examination will be required for some positions. |
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| Our Values |  |
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Relationships

| Most Frequent Contacts | Nature or Purpose of Contact |
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| Vegetation and Electrical Services Manager | Leadership, direction and guidance |
| Supervisor | Leadership, planning, direction and guidance |
| Contracting team | Provide and receive support and guidance |
| Project Engineers | Communication and coordination |
| Subcontractors | Communication, engagement and compliance monitoring |
| Customers | Communication and engagement |
| Members of the public | Communication and consideration |