



## Trainee Utility Arborist Position Description

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, electrical maintenance services and vegetation management.</p> <p>We are based in the vibrant coastal town of Oamaru with a team of around 70 passionate and dedicated staff.</p>
Purpose of position	<p>To assist with a wide range of Utility Arborist activities on and around our network assets at all voltage levels.</p> <p>To support electrical fault work (including after-hours) as required.</p> <p>To assist with vegetation maintenance for private customers as required.</p> <p>Due to the 24/7 nature of our operation, the trainee may be requested to be available for after hours and emergency situations as part of their role.</p> <p>On occasion, as part of your training and duties you may be required to work outside the North Otago region, and this may involve being away from home for short periods of time.</p>

## Key Accountabilities

### 1. Health and safety

- Comply with agreed health and safety processes and procedures, assist with 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 Utility Arborist 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.

### 3. Trainee Utility Arborist

- Assist with a wide range of Utility Arborist activities on and around our network assets at all voltage levels ensuring compliance with applicable standards and regulations.
- Contribute to the development and improvement of arboriculture best practice, standards, procedures, guidelines and work methodologies to ensure continuous improvement and accuracy.
- Regularly refer to Utility Arborist 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 vegetation 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

- Support management to ensure the planning of work activities ensures the effective utilisation of people, plant and resources.
  - Ensure vehicles and equipment are kept safe, operational, with minimal damage, and in accordance with the Motor Vehicle Policy.
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- 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.
- All training modules and assignments are completed well within the allocated time frames.
- Take ownership of your training and development and together with the Electrical Services Manager design and stick to your training program.
- 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

<b>Qualifications</b>	Full NZ Driver's License Class 2 required Actively work towards obtaining the required utility arborist qualification – UAL2.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Excellent verbal communication and interpersonal skills.</li> <li>• High standard of written communications.</li> <li>• Familiar with common software applications (e.g. Outlook, Word, Excel) and mobile technology.</li> </ul>
<b>Fitness for Work</b>	Trainee Utility Arborists 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



Relationships

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