



Project Engineer Position Description

Location	10 Chelmer Street, Oamaru
Reports to	Engineering Manager
Direct Reports	Nil
Who We Are	<p>Network Waitaki is an electricity distribution company that distributes electricity from the national grid to consumers' properties. Our core business is the provision, operation, and management of electricity infrastructure.</p> <p>We service approximately 13,000 consumer connections across a network of 1,800 km of power lines supplying North Otago and parts of the South Canterbury region. We are based in Oamaru with a team of approximately 70 people across management, professional and field staff.</p>
Purpose of Position	<ul style="list-style-type: none">• To undertake design, project engineering and project management of allocated maintenance and capital projects;• To manage safety, quality and financial performance of allocated projects;• To contribute to team and business projects to improve the design and engineering capability of Network Waitaki• To undertake such additional duties as may be required, which are not inconsistent with the position of Project Engineer.

Key Accountabilities

Health and Safety

- Take responsibility for own health and ensure safe work outcomes
- Ensure own actions keep self and others safe
- Identify, report and assist to eliminate hazards in own work place
- Participate in local work place safety management practices
- Support and promote a culture that strives for safety first by ensuring clear, consistent and safe work practices and standards are understood and applied
- Embed “Safety by Design” principles into all aspects of planning and design.

Team Contribution

- Contribute positively to Network Waitaki culture and share successes, failures and innovations with the Network Waitaki team.
- Ensure internal and external customer satisfaction is delivered and customers are well-informed of your proposed timeframes.
- Contribute to a team culture that fosters innovation and excellence and which, as a result, delivers superior performance
- Work in a manner that reflects clear alignment with the values and expectations of Network Waitaki.

Capital and Maintenance Project Delivery

- Assist the planning and asset teams with scoping and budgeting for upcoming capital and maintenance projects and programmes
 - Undertake detailed design for allocated projects in accordance with Network Waitaki standards and Good Industry Practice
 - Engage and manage specialist design and consultancy service providers as required
 - Engage and manage specialist field services providers as required to deliver project outcomes
 - Develop cost estimates, quotes and other financial requirements for allocated projects
 - Manage tender processes for projects in accordance with company procurement standards, including production of tender documentation, evaluation of responses, award and management of contracts
 - Produce specifications and procure project specific and long lead time materials and equipment
 - Coordinate with the Contracting team for delivery of allocated projects
 - Ensure timely and accurate management and reporting of project physical and financial performance, including tracking against budgets, completing accruals and providing cost forecasts
 - Ensure all project close-out activities are completed in accordance with company processes
 - Apply modern project management disciplines to manage workload and delivery timelines
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Customer Projects

- Undertake allocated customer projects as required from time to time
- Provide advice to customers regarding Network Waitaki policies, standards and regulatory requirements relating to connection and use of the network
- Process customer project enquiries and applications within agreed timeframes, ensuring accurate record keeping and customer communication
- Interpret customer requirements, provide technically compliant solutions, undertake detailed design and provide quotations for extension and upgrade of the network to meet customer requirements
- Ensure appropriate financial, commercial and technical risk management of customer projects
- Liaise with the Network Planning team over proposed solutions for large and non-standard network connection applications to ensure technical requirements are met
- Project manage accepted customer projects through to successful completion
- Ensure all customer invoicing is completed within agreed timeframes, including any approved variations
- Track and report on physical and financial performance of customer projects.

Safety and Quality

- Ensure all allocated projects meet required safety and quality standards, including audit of in-progress and completed works
- Actively manage and audit contractors engaged on allocated projects to ensure they are complying with safety and compliance requirements, Network Waitaki standards and controlling all risks and hazards effectively

Engineering Standards and Processes

- Contribute to the development and improvement of standards and processes for the design of the network in accordance with industry rules and good practice, and ensure these are communicated to the wider business and contractors;

Key Performance Indicators

- No public safety incidents, serious harm or lost time injuries relating to any project work.
 - Demonstrate application of safety by design methods across all aspects of role and pro-active compliance with health and safety processes.
 - Demonstrate contribution to a positive, collaborative work culture which aligns with Network Waitaki values.
 - Allocated project works completed on time and within budget as well as being compliant with all applicable standards.
 - Customer projects completed in agreed timeframes and customer informed at all stages.
 - No bona fide customer complaints due to project activities.
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Preferred Attributes

Qualifications	<ul style="list-style-type: none"> ○ Relevant trade, technical or tertiary qualification in electricity supply, engineering or a related discipline;
Experience	<ul style="list-style-type: none"> ○ 5+ years' experience based within an electricity distribution, transmission or generation business, or similar utility environment; ○ Previous demonstrable electrical design and project management experience; ○ Cost estimating and project financial management experience; ○ Tendering and contract management experience; ○ Sound understanding of the regulated electricity distribution sector and relevant rules and regulations including the Electricity Act and Safety Manual Electricity Industry; ○ Total commitment to safety and being an active part of a positive safety culture; ○ Strong and professional interpersonal and communication skills, with an outgoing nature and the energy and enthusiasm to drive success; ○ Calm, professional temperament with ability to cope in pressured environments, maintain positive relationships with stakeholders and colleagues in challenging situations;
Memberships	<ul style="list-style-type: none"> ○ Electrical Registration (EWRB) or Professional Membership (Engineers NZ)

Relationships

Most Frequent Contacts	Nature or Purpose of Contact
Engineering Manager	Leadership, reporting and direction
Asset, Planning, Health & Safety and Engineering Teams	Communication, reporting, recommendations and engagement
Contracting Team	Communication, coordination, reporting and engagement on project delivery
Customer and Regulatory Team	Communication and engagement
External contractors	Communication, engagement and compliance monitoring
External customers and stakeholders	Communication and engagement
