



Vegetation and Electrical Services Manager Position Description

Location	10 Chelmer Street, Oamaru
Reports to	Contracting Manager
Direct reports	Vegetation Coordinator Vegetation Supervisor and Arborists Electricians and Electrical Inspectors Testing and Compliance Coordinator
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 70 passionate and dedicated staff.</p>
Purpose of position	<p>To provide leadership, mentoring and support to the vegetation and electrical services team in a way that achieves the highest level of health and safety performance, maximises productivity and efficiency, and meets required technical and quality standards.</p> <p>Approach health and safety with a continuous improvement mind-set with the development, implementation and review of standards, processes and operating procedures, ensuring your team consistently implements all safety procedures.</p> <p>To manage the efficient and effective delivery of the vegetation management programme.</p> <p>To manage the provision of electrical services including electrical installation, maintenance, metering and inspections, safety testing and compliance activities.</p> <p>Be a key driver in our strategic objective to become more commercially astute, more customer focused and become the service provider of choice for our customers.</p>

	<p>Due to the 24/7 nature of our operation, this role will be required to be available for after hours and emergency situations as part of the role.</p> <p>On occasion, as part of your duties you may be required to travel outside the North Otago region and this may involve working away from home for short periods of time.</p>
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Key Accountabilities

Health and safety

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

People and Team Leadership

- Providing modern leadership and guidance to the team to ensure alignment with company objectives, maintain productivity and the efficient achievement of those objectives
- Ensure alignment of the different members of your wider team by regular engagement and sharing of knowledge and learnings
- 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 construction and maintenance 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
- Develop the skills and the abilities of your team through effective coaching, mentoring and training, including regular performance reviews and creation of development plans
- Take ownership of issues – see it, own it, sort it

Work Planning and Management

- Ensure the effective planning of work activities to achieve effective utilisation of people, plant and resources within your team
- Ensure effective management of work programmes to meet time, cost and quality expectations, and ensure any deviations are appropriately reported
- Track financial and physical performance variances and implement actions to bring projects and programmes of work back on track, or provide feedback to stakeholders to ensure continuous improvement of the planning and estimating process

- Undertake job costing and quoting as required for allocated projects and programmes of work, engaging team members early to ensure alignment and develop safe and efficient work methodologies
- Develop and maintain a detailed understanding of Contracting office processes, including Quoting, Scheduling, Release Request and Outage Management, with a view of being able to provide backup if necessary
- Be part of the continuous improvement of Contracting processes and procedures

Vegetation Management

- Plan and coordinate the delivery of the annual vegetation inspection and maintenance programme (in conjunction with the Asset Management Team).
- Ensure sure all 11kV and 33kV feeder vegetation patrols are completed as per programme to identify vegetation issues and hazards, including landowner and tree owner liaison activities, ensuring the optimal long-term solutions are found to reduce continuous long-term vegetation costs and maximise network safety and reliability.
- Ensure appropriate estimating and costing of vegetation management activities, maximising opportunities for customer funded second and subsequent cuts in accordance with the Tree Regulations.
- Ensure coordination of outages to reduce the impact of vegetation management activities on customer service.
- Manage and track vegetation management budgets, taking appropriate actions to meet budgets without compromising safety or quality.
- Proactively grow the capability and profile of the vegetation services team to increase private and off-network vegetation services delivery and revenue.
- Ensure all reporting on vegetation management activities and programme progress is completed on time and meets requirements

Electrical Services

- Plan and coordinate the delivery of the all electrical services activities including but not limited to metering installations, compliance activities, electrical safety inspections, routine inspections and equipment servicing, and corrective (defect) maintenance.
- In conjunction with the Asset Management Team, develop an annual schedule for substation and distribution equipment inspection and maintenance programmes.
- Ensure all inspection programmes are completed as per schedule to identify asset condition issues and network maintenance requirements.
- Ensure appropriate estimating and costing of maintenance activities and tracking of programmes to budget taking appropriate actions to meet budgets without compromising safety or quality
- Ensure coordination of outages to reduce the impact of electrical services activities on customer service.
- Proactively grow the capability and profile of the electrical services team to increase delivery to internal and external customers and identify private and off-network electrical services opportunities.
- Ensure all reporting on electrical services activities and programme progress is completed on time and meets requirements
- Ensure all equipment testing and compliance activities including PPE, mobile plant, tools and equipment, PAT testing, etc are completed within specified timeframes.

Quality

- Ensure all work completed is in accordance with agreed standards and plans, and meets good industry practice

- Have pride in workmanship to ensure work completed will provide a long, trouble free service life to ensure network safety and reliability
- Provide feedback on construction methods, equipment and fittings to ensure continuous improvement
- Arrange and participate in post-completion reviews of completed work to ensure compliance and close out of outstanding issues
- Implement and manage an audit programme to ensure the quality of services delivered by your team.

Key Performance Indicators

- Demonstrable leadership of team safety, wellbeing and productivity
- 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

<p>Our Values</p>	
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Preferred Attributes

<p>Qualifications</p>	<p>Relevant trade or technical qualification in electricity supply</p> <p>Full NZ Drivers License Class 1 required</p> <p>Preferred - full NZ Drivers Licenses Classes 2 through to 6</p>
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Experience	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Self -starter who is achievement orientated with excellent leadership and organisation skills • The desire and ability to identify necessary changes and enforce change within the workplace for the improvement of the wider business. • Models Network Waitaki's values and leads by example. • Good knowledge of electrical distribution networks, LV and HV distribution equipment, standards and regulations • A working knowledge of vegetation management processes and the Electricity (Hazards from Trees) Regulations • Good knowledge of substation equipment including primary and secondary plant • A practical understanding of construction and engineering techniques. • A willingness to acquire Commercial and Contracting knowledge • Competent computer and mobile technology skills • Excellent communication and interpersonal skills • Previous leadership or supervisory experience
Fitness for Work	Due to the nature of work, both office and field based, the Vegetation and Electrical Services Manager needs to be able bodied and physically fit to complete their duties safely, including compliance with our Drug and Alcohol policy.

Relationships

Most Frequent Contacts	Nature or Purpose of Contact
Contracting Manager	Leadership, direction and guidance
Vegetation and Electrical services team	Provide direction, leadership and guidance
Field Services Manager	Communication and co-operation
Operations Coordinator	Communication and co-operation
Wider Contracting team	Provide support and guidance
Engineers	Direction on engineering matters
Contractors	Communication, engagement and compliance monitoring
Customers	Communication and engagement
Members of the public	Communication and consideration