



NETWORK PLANNER

POSITION DESCRIPTION

PURPOSE

The purpose of this role is to support the Engineering Manager to effectively provide network maintenance and asset management efficiency across the network through emerging and existing network-related solutions including defects analysis and budgeting, development and implementation of new systems and processes for a safer, efficient and reliable distribution network.

REPORTS TO ENGINEERING MANAGER

OUTLINE OF KEY TASKS & RESPONSIBILITIES

- Survey and design new or altered 11kV and LV network extensions for customers.
- Respond to requests for network alterations by preparing work packages, material and cost schedules.
- Undertake design to ensure contractor compliance to specification and identify non-conformance of contractors. This will include reviewing designs and work performance.
- Determine network connection points and satisfy all conditions pertaining to the requirements for servicing new or altered customer needs.
- Ensure that engineering records are maintained for all new customer connections, including details of easements and other relevant information and agreements.
- Prepare maintenance work packages, material and cost schedules from on-going asset surveys (condition, thermal, partial discharge) or from maintenance requirements that arise during the financial year.
- Develop, analyse and optimise engineering design using CAD and other applicable software to achieve a more economical, better quality or better engineered solutions.
- Collaborate with planning staff to increase design, cost, quality and efficiency.
- Carry out quality checks and audit with continuous improvements in design work.
- Check designs supplied by contractors and others.
- Contribute towards the asset management plan and budgeting process.
- Respond to customer correspondence and technical queries on a timely fashion.
- Provide technical support across other work groups.
- Ensure consistent output of deliverables related to new customer connections and ensure compliance with safety, design standards, environmental, operational legislation, regulations and practices.
- Prepare capital project work by:
 - Liaising with all affected stakeholders
 - Obtaining all necessary project consents and approvals
 - Organising easements as required



- Arranging ordering of materials and preparing material lists
- Contribute towards the improvement of company engineering standards, practices and procedures.
- This job description shall not exclude tasks necessary or incidental to the Employee's position that may be assigned by the employer from time to time.

KEY RELATIONSHIPS

Internal	Customer Connection Supervisor Network Information Officer Field Services Supervisor After hours "standby" Supervisors and staff Electrical Engineers Construction and Maintenance Supervisor Purchasing Officer/Storeman Network Asset Manager
External	New and Connected Customers Landowners District and Regional Councils NZ Transport Authority Transit New Zealand Consultants Other utility operators as required Contractors/Service providers Developers

KEY BEHAVIOURS AND REQUIREMENTS

The key ways we measure your personal contribution are:

Role modelling

- Be a personal role model for Health, Safety and wellbeing practices for the business
- Ensure the health, safety and welfare of everyone involved in and affected by your work and the work of your team
- Actively live and demonstrate Waipa Networks values, both within and when representing the business
- Always perform to Waipa Networks standards in relation to customer, team, and performance
- Know, follow and make recommendations for improvement to standard operating procedures and ways of working

Team

- Advocate for and support a committed and high performing team culture
- Actively support your colleagues to do a great job every day
- Help everyone do well by providing feedback and being open to the feedback of others



Risk and Continuous Improvement

- Participate in the Waipa Networks continuous improvement process, helping the business perform better every day
- Follow any work procedures or processes to ensure safe, professional work results
- Identify and mitigate risks in and to your work, make others aware and help ensure all business, personal and professional risk is minimised
- If anything changes in your work environment, let your work colleagues and manager know so that everyone can make appropriate changes
- Ensure any external providers or suppliers you are working with follow the rules and are receive appropriate instruction on the work they are doing for us.
- Help out with new team member or contractor orientations

Reporting & Administration

- Meet all of your job reporting requirements including time allocation, database maintenance and other paper-based or computerised record management requirements
- Follow business guidelines and procedures

KEY PERFORMANCE INDICATOR'S

The key ways in which we measure the effectiveness of your role are:

- Accuracy of data quality/orange folders
- GIS/ADMS contributions
- Timely respond to dig requests
- Delivery of Asset Information instructions
- Contributions to improvement
- Excellent time management

PERSON SPECIFICATION

Professional Skills & Experience

- 5 years of electricity distribution industry experience.
- Costing and budget estimation skills.
- Sound knowledge of engineering standards, regulations and procedures within a distribution environment.
- Excellent communications and people skills.
- Strong relationship development skills, customer service orientation and a self-motivated, team player.



Personal Attributes

- Dependable
- Team Player
- Innovative
- Flexible
- Responsive
- Practical
- Accountable
- Safety focussed

Qualifications

- Line mechanic/Electrician/Inspector qualifications or equivalent.
- Experience using GIS, CAD, CATAN and MS Office.
- Line design skills and experience to AS/NZS 7000.

OUR NO COMPROMISE APPROACH TO HEALTH & SAFETY

- Anyone working for us must be conscious of potential safety problems at all times and act in a way that safeguards their own safety and that of those around them
- A Health and Safety Policy is in place within the business and we have a ‘no compromise’ approach to following this and any related policy and procedure. Instructions regarding safety given by the organisation or any Health and Safety representative must be followed at all times.

NON-LIMITATION CLAUSE

This job description is not intended to be a complete or limiting description of the functions that you may reasonably be requested to undertake both within and outside of the normal hours of work.

ACKNOWLEDGEMENT

I have read and understand the above position description.

Name _____

Signature _____

Date _____