



FIELD SERVICES / SYSTEM MAINTENANCE

POSITION DESCRIPTION

PURPOSE

The purpose of this role is to undertake, as well as co-ordinate aspects of, network construction, maintenance and contracting work undertaken by Waipa Networks.

REPORTS TO FIELD SERVICES SUPERVISOR

OUTLINE OF KEY TASKS & RESPONSIBILITIES

Workshop

- Assembly of substation equipment and pole mounted devices
- Servicing of transformers, switchgear and voltage regulators
- Light engineering
- Repairs to the employer's equipment and premises
- Testing of safety equipment

Field work

- System and customer voltage testing
- Cable location
- Work site management
- Pillar checks and replacements
- Ground mounted equipment and maintenance
- Traffic management
- Earth testing and repairs

Internal & Customer Administration

- Project planning and tailgate session record sheets
- Completing paperwork including time sheets, equipment record data, as-built drawings etc
- Assisting in safety programmes and testing safety equipment
- Participate in staff training
- Data entry
- Customer and land liaison

Maintenance

- Care and maintenance of the equipment, and its returns
- Maintenance, cleaning of plant vehicles
- Material requisition and restocking stores



- Servicing machinery and safety equipment
- Assist other field crews with planned work and network construction
- Network repairs and equipment maintenance

KEY RELATIONSHIPS

- Internal
- Field Services Supervisor
 - All team members
- External
- Customers
 - Suppliers of goods & services
 - District and Regional Councils
 - Distribution companies
 - External contractors
 - Other Network companies

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:

- Maintains good customer relations
- Advocates good health and safety
- Able to clarify and follow instructions
- Ability to work effectively within a team
- Learns and applies company procedures
- Good work attendance
- Displays strong work ethic
- Maintains positive attitude
- Maintains a clean and damage free vehicle

PERSON SPECIFICATION

Professional Skills & Experience

- High attention to Health and Safety
- Experience in electrical industry

Personal Attributes

- Excellent team, interpersonal and communication skills
- Innovative and open to new ideas; demonstrates a positive response to feedback
- Flexible and resilient
- Always displays a positive, no excuses attitude
- Takes responsibility and perseveres until goals and results are achieved and enjoys success
- Is confident of own capabilities and is prepared to back themselves
- Is committed to high standards of performance
- Enjoys continual improvement and learning, high level of self-awareness and curiosity
- Is stable and able to commit to longer-term employment
- Knows their limitations and seeks support early



- Is a self-starter and shows initiative and determination at all times
- Maintains high standards of personal appearance and business presentation
- Shows pride in being a part of the business

Qualifications

- A current ERWB Registered Line Mechanic practising licence – distribution; OR
- A current ERWB Registered Electrical licence;
- A HT driver's licence (optional)

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 _____