



LINE MECHANIC

POSITION DESCRIPTION

PURPOSE

To maintain and build the network while maximising efficient and profitable network construction, maintenance and contracting work by reviewing field practices and providing accurate and timely completion of work-related documents

REPORTS TO LINE MECHANIC FOREMAN

OUTLINE OF KEY TASKS & RESPONSIBILITIES

Fieldwork

- Participating in project planning and tailgate sessions.
- Contribute to work site management.
- Traffic management.
- Participate in fault restoration work after-hours when required.
- Provide system isolation and switching under direction from control room.

Internal & Customer Administration

- Completing paperwork including time sheets, equipment record data, as-built drawings, etc.
- Responding to customer queries.

Maintenance

- Material, equipment requisitions and returns.
- Cleaning vehicles and restocking stores.
- Servicing machinery and safety equipment.
- Reclaiming recycled line equipment.
- Testing of safety equipment.

Self Development

- Participate in safety programmes.
- Participate in staff training.

KEY RELATIONSHIPS

- | | |
|----------|--|
| Internal | <ul style="list-style-type: none">• All team members |
| External | <ul style="list-style-type: none">• New and Connected 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:

- Ability to work effectively within a team
- Able to clarify and follow instructions
- Advocates good health and safety

- Learns and applies company procedures
- Good attendance at work
- Completes scheduled training
- Applies technical knowledge gained to your work
- Display you strong work ethic

PERSON SPECIFICATION

Professional Skills & Experience

- High attention to Health and Safety
- Experience in electrical industry
- MEWP competency is preferable

Personal Attributes

- Excellent team, interpersonal and communication skills
- Innovative and open to new ideas; demonstrates a positive response to feedback
- Willing to follow company instructions
- Flexible and resilient
- A strong desire to succeed, deliver on assigned tasks and enjoy success
- Ability to go above and beyond in a time of need
- Quality focused
- Enjoys continual improvement and learning
- Is stable and able to commit to longer term employment
- Committed to high standards of performance
- Maintains a high standard of personal appearance and business presentation
- Shows pride in being a part of the business

Qualifications

- Registered with EWRB
- NZ registered line mechanic distribution
- Class 2 or class 4 heavy traffic licence is preferable

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 _____