

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title <i>Te tūraka mahi</i> : Electrician / Electrical Services Technician	Area <i>Te Tari</i> : Campus Services & Environment
Reports to (title) <i>Ka whakaratatia e</i> : Directo: Campus Services & Environment	SP10 placement: Band

Primary purpose *Te take matua*

Provide practical electrical maintenance, repair, installation, troubleshooting, testing, and preventative/planned maintenance across Otago Polytechnic, while also supporting electrical services tasks including Building Management System (BMS) checks, HVAC-related electrical fault response, lighting, power distribution, controls, metering, contractor coordination, on-call response, and contractor quality inspections.

This role is primarily a campus electrical role, with an expanded electrical services focus. The position supports the operation and reliability of electrical, lighting, power distribution, controls, BMS, HVAC interfaces, generator, metering, solar, and associated campus services owned or operated by Otago Polytechnic. Specialist contractors will be engaged where required, with the role expected to identify issues, coordinate attendance, verify work quality, validate completed works against invoicing, maintain accurate records, and contribute to continuous improvement of campus services. Maintain a safe, comfortable, compliant, and reliable environment for students, staff, visitors, and the public.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome <i>Kā hua</i>
Repairs and Maintenance	• Lead day-to-day electrical maintenance, fault finding, repairs, statutory testing, and minor installations across campus. • Support maintenance of associated electrical services including lighting, power distribution, switchboards, motors, controls, metering, generators, solar PV interfaces, and related infrastructure. • Prioritise reactive and planned work based on risk, criticality, safety, compliance, and operational impact. • Coordinate specialist contractors for electrical, BMS, HVAC controls, generator, fire, security, and service work when required. • Communicate clearly with customers, the Campus Services team, and management where faults may impact teaching, learning, or operations.
Contractor Management, Quality Assurance & Compliance	• Coordinate and supervise specialist electrical, BMS, HVAC controls, generator, fire, security, solar, metering, and service contractors. • Verify completed work meets agreed scope, quality, compliance, and Health & Safety requirements. • Undertake quality inspections and audits of completed contractor work before acceptance where appropriate. • Validate contractor claims, service reports, and invoices against completed work, agreed scope, and service delivery standards.

	• Ensure contractor documentation, certifications, commissioning records, and compliance documentation are received, reviewed, and stored appropriately. • Identify recurring contractor performance issues and recommend corrective actions.
Building Management System (BMS)	• Monitor BMS information relevant to electrical services, HVAC, heating, ventilation, lighting controls, schedules, alarms, and plant operations. • Identify and escalate BMS alarms, abnormal temperatures, schedules, control faults, or system faults. • Undertake basic BMS checks and adjustments where trained and authorised. • Work with controls contractors and mechanical specialists to improve system reliability, comfort, and energy performance. • Maintain accurate records of BMS faults, actions taken, contractor attendance, and outcomes.
Electrical and Critical Systems Support	• Monitor electrical systems, generators, emergency lighting, controls, alarms, meters, and related plant performance. • Carry out routine checks and basic operational tasks where competent, trained, and authorised. • Respond to electrical, lighting, power, control, BMS, or critical services faults and coordinate escalation to specialist contractors when required. • Support safe operation in accordance with relevant standards, codes of practice, site procedures, and permit requirements.
On-Call & Critical Services Response	• Participate in the Campus Services on-call roster as a requirement of the role where required. • Respond to after-hours faults or critical incidents affecting electrical supply, lighting, BMS, controls, generators, alarms, access/security interfaces, and associated campus infrastructure. • Undertake initial fault diagnosis and implement safe temporary controls where appropriate and within competency. • Coordinate specialist contractor response during after-hours incidents when required. • Escalate significant operational risks, service interruptions, or safety concerns in accordance with Campus Services procedures. • Support restoration of critical services to minimise disruption to campus operations.
Asset Management & Maintenance Programme	• Maintain accurate information for electrical and related building services assets, including condition, location, maintenance history, and criticality. • Contribute to preventative maintenance schedules for electrical, BMS, lighting, power, controls, generators, metering, and related systems. • Assist with condition assessments, lifecycle planning, renewal forecasting, and capital planning. • Identify asset risks and recommend maintenance, improvement, or replacement priorities. • Support spare parts review for critical electrical and controls systems to reduce operational risk.
Projects	• Carry out practical adds, moves and changes to electrical systems associated with minor projects as directed. Provide practical input into scope, costs, job task breakdowns, and delivery planning for assigned works. • Support minor capital works and improvement projects involving electrical, BMS, controls, lighting, power, metering, generator, solar, and building services systems. • Assist contractors with access, site knowledge, technical information, and practical coordination.

Other Duties	• Undertake all other requests from your manager that are a reasonable expectation of this position.
Observe principles and practices of Equal Employment Opportunity and Diversity	• Fair treatment in the workplace is delivered and observed.
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	• Achievement of a healthy and safe work and learning environment. • New and existing hazards are proactively identified and managed. • Incidents, accidents, and occupational illnesses are reported immediately. Safe work methods are followed, including use of PPE, permits, isolations, lock-out/tag-out, testing procedures, and contractor safety controls where required.
Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021	• Uphold responsibilities under the Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. • Participate in required training and apply the Code within the role. • Integrate Te Tiriti o Waitangi principles and support equitable outcomes for ākonga. • Support an inclusive environment for all cultures and languages.
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	• Create, maintain, and store full and accurate records of activities, transactions, and decisions. • Dispose of records only when legally authorised under applicable disposal authorities. • Do not create or maintain Otago Polytechnic records in personal or private cloud storage services.
Demonstrate organisation's values on a daily basis	• Organisational behaviours and values are consistently demonstrated. • A practical, customer-focused, sustainable, and outcomes-focused approach is maintained.
Inherent Requirements:	

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships <i>Kā honoka mahi matua</i>	
Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Director: Campus Services and Environment	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Campus Services Team	Collegial support and advice, work distribution, peer discussions in a self-managing team environment. Work in partnership with others.
Wider Otago Polytechnic Kaimahi	Work with programmes to help advance the priorities and aspirations all learners Provide advice and support. Seek feedback and input and provide information
Suppliers and Contractors	Provide strategic and operational advice (both ways). Provide assistance and seek instruction on a wide range of matters.

External partners and stakeholders, including but not limited to industry, community and mana whenua	Work in partnership to understand needs and how we can meet these.
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Decision making authority *Kā rakatirataka whakatauka*

Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** N/A
- **Budget:** N/A
- **Number of employees reporting directly:** Nil

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Recognised electrical qualification and practical knowledge of commercial electrical systems.
- Current New Zealand electrical registration and practising licence relevant to the role.
- Sound maintenance, fault-finding, repair, testing, and installation skills across electrical and associated plant systems.
- Working knowledge of building services such as BMS, HVAC controls, generators, metering, lighting controls, alarms, access/security interfaces, solar PV, and plant rooms.
- Ability to read and interpret plans, schematic diagrams, written work orders, manufacturer instructions, controls, meters, gauges, and plant information.
- Understanding of Safe Work Methods, risk assessments, permits to work, isolations, lock-out/tag-out, and contractor safety requirements.
- Ability to coordinate contractors, verify completed work, undertake quality inspections, and maintain accurate maintenance records.
- Strong communication, customer service, prioritisation, and problem-solving skills.

Desirable:

- Exposure to Building Management Systems (BMS), HVAC controls, generators, energy monitoring, solar PV, fire alarms, access control, security systems, or institutional/commercial facilities.
- Interest and ability to develop building services capability beyond core electrical duties.
- Experience managing contractors, undertaking quality inspections, auditing completed works, and reviewing service delivery performance.
- Experience participating in an on-call roster and responding to after-hours faults affecting critical services and campus operations.

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential:

- Recognised electrical trade qualification.
- Current New Zealand electrical registration and practising licence relevant to the position.
- Demonstrated experience in maintenance, repairs, fault finding, customer service, and working safely in operational environments.
- Ability to develop or demonstrate competency with Building Management Systems (BMS).

- Willingness and ability to participate in the Campus Services on-call roster and respond to critical service outages and emergencies outside normal working hours.

Desirable:

- Experience with commercial/institutional buildings, BMS, HVAC controls, generators, metering, fire alarms, access/security systems, solar PV, contractor coordination, quality inspections, or energy monitoring.

Personal Attributes <i>Kā Āhuatanga Whaiaro</i>
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- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi.
- Collaborative and facilitative leadership.
- High professional and ethical standards.
- Excellent communication skills, including the ability to present information clearly.
- Strong analytical and problem-solving abilities.
- Effective time and task management in high-pressure environments.
- Flexibility, responsiveness, and customer focus.
- Ability to work both independently and collaboratively.
- Attention to detail and accuracy.
- Values-based, outcomes-focused, and committed to sustainable practice.

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.