



## Position Description

Position Descriptions are intended to describe the main functions and responsibilities required of the role. Position Descriptions are not to be construed as an exhaustive list of all responsibilities or duties that may reasonably be required of the incumbent in this role. Position Descriptions are subject to review to reflect changing circumstances and may be amended for time to time to take account of the role requirements that evolve over time.

<b>Job Title:</b>	<b>Cable Jointer</b>
<b>Reporting To:</b>	Underground Team Leader
<b>Responsible For:</b>	Direct Reports 0 Indirect Reports 0
<b>Position Purpose:</b>	<ul style="list-style-type: none"><li>▪ Undertake work involving the laying, jointing, termination of and repairs to power cables, including laying of new power cables through underground ducts and terminating them at electrical equipment.</li><li>▪ Assist the Underground Services Team to achieve agreed performance goals by providing underground line maintenance, construction and fault repair services.</li><li>▪ Operate electrical equipment associated with lines up to 33kV.</li><li>▪ Install pad and structure mounted equipment, including LV pillars, distribution transformers, ring main units and switchgear.</li><li>▪ Compliance, commissioning and testing to ensure cable/joint integrity and locate faults.</li><li>▪ Assist as required in the operation of the Network and participate in the 24hr standby roster.</li><li>▪ Working as a team, ensuring the safety of yourself and others while resolving challenges in varied locations and weather conditions.</li><li>▪ Ensure work is completed to a quality standard in the timeframes agreed.</li></ul>
<b>Last Review Date:</b>	August 2024

## Financial Responsibilities:

Authorities may change to align with organisation changes to delegations of authority.

- Controls a budget **N**
- Maximum that can be spent without reference to manager **\$0**
- Jobholder can spend unbudgeted capital **N \$0**
- Jobholder is responsible for committing Alpine Energy to long-term contracts **N**
- Jobholder signs correspondence for Alpine Energy **N**

## Important Functional Relationships:

External	Internal	Committees/Groups
3 <sup>rd</sup> Party Customers Subcontractors	Works Delivery Teams Field Services Teams	Health & Safety Committee
Training Providers	Network Operations & Performance Team  Safety Team Customer & Strategy Team	

## Key Result Areas:

You have the following key areas of responsibility

- Safety
- Primary Duties
- Problem Solving
- Personal Development

The requirements in the above Key Result Area and broadly identified below:

Jobholder is accountable for: -	Jobholder is successful when: -
<p>Safety:</p> <ul style="list-style-type: none"> <li>▪ Undertake all activities in accordance with company policies and legal requirements including obligations under the Electricity Act and the HASWA 2015 and subsequent amendments</li> <li>▪ Contributes to the safe operation of the Alpine business by following guidelines and regularly checking of equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Everyone goes home safe</li> <li>▪ Compliance &amp; H&amp;S Policy requirements are all met</li> <li>▪ Incident reports are completed</li> <li>▪ Speaks up when hazardous behaviours or situations arise</li> <li>▪ Escalates unresolved safety risks quickly</li> <li>▪ Consistently demonstrates safe work practices on the job</li> </ul>

<ul style="list-style-type: none"> <li>▪ Fully conversant with basic first aid and cardio-pulmonary resuscitation</li> <li>▪ Consistent use of Incident and accident reports and tailgate forms as and when required</li> <li>▪ Ensure that you are appropriately trained for tasks undertaken</li> <li>▪ Report all accidents, incidents and near-misses and assist in any accident or incident investigations</li> <li>▪ Ensure the safety and health of employees and non-employees in the workplace</li> <li>▪ Identify, record and manage all known significant hazards</li> <li>▪ Be an active participant in the organisations Health and Safety practices</li> <li>▪ Contribute to the Health and Safety culture within the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Trusted by others to work safely</li> <li>▪ Contributes to and actively listens to tailgates</li> <li>▪ Treats people with respect to ensure they can keep their mind on the job.</li> </ul>
<p>Primary Duties:</p> <ul style="list-style-type: none"> <li>▪ Completes Assigned Work to the appropriate quality standard</li> <li>▪ Completes work as set by Team Leader to required design and standards and within the agreed budget</li> <li>▪ Carry out other work functions as required by Charge hands, Foreman, Team Leader and Managers</li> <li>▪ No rework due to substandard work practice</li> <li>▪ Adhere to industry best practices</li> <li>▪ Be proactive in the identification of issues likely to affect work outcomes and strive to ensure the safe, efficient and effective completion of work</li> <li>▪ Assist team members and contractors to deliver work and complete all necessary documentation to comply with standards, legislation and company policies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work gets done in the time required to the standard required</li> <li>▪ Work completed cost effectively and efficiently</li> <li>▪ Works well with others in the team, trusted by others to get the job done and done safely</li> <li>▪ Maintains focus on the job</li> <li>▪ Where possible, views the job site prior to undertaking work</li> <li>▪ Minimises travel to and from the job by planning to have the correct gear and tools.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Is responsible for supervision of assigned work sites and delegates tasks as appropriate</li> <li>▪ Provides supervision and mentoring to trainees</li> </ul>	
<p>Problem Solving</p> <ul style="list-style-type: none"> <li>▪ Adapts to challenges on site (site different from plans, access challenges, etc)</li> <li>▪ Checks with Supervisor, Project Managers or Engineers when significant changes are proposed</li> <li>▪ Proactively seeks clarification of plans where they lack definition</li> <li>▪ Applies common sense to problems and carrying out instructions</li> <li>▪ Actively tries to solve problems and suggest solutions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Problems and challenges on site are resolved</li> <li>▪ Seen as having common sense and able to help constructively</li> <li>▪ Suggests practical ideas on how to improve things and implements them</li> <li>▪ Shares knowledge and experience with others in order to get the job done.</li> </ul>
<p>Personal Development</p> <ul style="list-style-type: none"> <li>▪ Manage your own training and development as required</li> <li>▪ Look for opportunities to learn and to share knowledge, ideas with others.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Seen as making an effort to learn and is growing and developing as a professional.</li> </ul>

<b>Key Job Competencies / Skills</b>	
<b>Competency</b>	<b>Description</b>
<b>Functional / Technical Skills</b>	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment, e.g.; <ul style="list-style-type: none"> <li>• Ideally worked in the Distribution industry previously</li> <li>• Maintains skills and qualifications to undertake required work</li> </ul>
<b>Problem Solving</b>	<b>Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks</b>

	<b>beyond the obvious and doesn't stop at the first answers.</b>
<b>Process Management</b>	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
<b>Total Work Systems (e.g. TQM/ISO/Six Sigma)</b>	Is dedicated to providing organization or enterprise-wide common systems for designing and measuring work processes; seeks to reduce variances in organization processes; delivers the highest quality products and services which meet the needs and requirements of internal and external customers; is committed to continuous improvement through empowerment and management by data; leverages technology to positively impact quality; is willing to re-engineer processes from scratch; is open to suggestions and experimentation; creates a learning environment leading to the most efficient and effective work processes.
<b>Written Communication</b>	Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
<b>Ethics &amp; Values</b>	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
<b>Integrity &amp; Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Humour</b>	Has a positive and constructive sense of humour; can laugh at him/herself and with others; is

	appropriately funny and can use humour to ease tension.
<b>Patience</b>	Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.
<b>Self-Knowledge</b>	Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+s and -s) performance reviews and career discussions.

Person Specification		
<b>Knowledge/Experience</b>		
<b>Position Dimensions</b>	<b>Essential</b>	<b>Desirable</b>
Technical Abilities Needed	<ul style="list-style-type: none"> <li>▪ 400V &amp; 11 &amp; 33kV overhead and underground line construction &amp; maintenance</li> <li>▪ Jointing Paper insulated and polymeric cables up to and including 11kV</li> <li>▪ Jointing Polymeric cables up to 33kV</li> <li>▪ Sound knowledge of restoration of fault damaged lines, installations and cables</li> <li>▪ Familiar with and capable of operating all types of equipment associated with the work to be performed.</li> <li>▪ Sound knowledge of survey and restoration of fault damaged installations and cables.</li> <li>▪ Safe working practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have achieved AEL Network competencies</li> </ul>

Knowledge/Skills	<ul style="list-style-type: none"> <li>▪ Familiar with Permit-To-Work requirements</li> <li>▪ Working knowledge of SM-EI's</li> <li>▪ Current EAC / PHC</li> </ul>	
Education, Qualifications, or Special Training Required	<ul style="list-style-type: none"> <li>▪ EWRB Registration - Level 4 Cable Jointer or equivalent</li> </ul>	
Work Experience	<ul style="list-style-type: none"> <li>▪ 1-2 years knowledge of electrical distribution industry</li> </ul>	
Physical Requirements	<ul style="list-style-type: none"> <li>▪ Physically fit</li> </ul>	
Hours Of Work	<ul style="list-style-type: none"> <li>▪ Mon-Fri 40 hrs/wk.</li> <li>▪ Standby/Callout when competent</li> </ul>	
Values/Attitudes	<ul style="list-style-type: none"> <li>▪ Team Player</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>▪ Able to understand and interpret written instructions</li> </ul>	
Other Qualities	<ul style="list-style-type: none"> <li>▪ Attention to detail</li> </ul>	

As an employee of Alpine Energy, you may be required to carry out such other duties and responsibilities from time to time by your supervisor or manager which is generally consistent with the objectives of the position.

---

Position Holder

---

Date