

# POSITION DESCRIPTION

Port Nelson -The Region's Gateway to the World



## ELECTRICIAN

<b>Reports To</b>	Utilities Supervisor
<b>Location</b>	Nelson
<b>Key Relationships</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Maintenance Manager</li> <li>• Utilities Supervisor</li> <li>• Workshop Supervisor</li> <li>• Maintenance employees</li> <li>• Finance and Admin Support</li> <li>• Project Engineer</li> <li>• Environmental Officer</li> <li>• Stores Coordinator</li> <li>• Terminal Operations employees</li> <li>• Stevedoring employees</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• Contractors</li> <li>• Suppliers</li> <li>• Third party port users</li> </ul>
<b>Direct Reports</b>	None
<b>Delegated Authority</b>	As per delegated authority guidelines.

## SECTION A – OUR ORGANISATION

Port Nelson is owned by Infrastructure Holdings Limited which is owned equally by Nelson City Council and Tasman District Council. Our purpose is to facilitate regional prosperity, *Kia āhei ki te kōkiri whakamua ki te taumata ā-rohe.*

Port Nelson is the maritime gateway for Te Taihū – a vital hub for economic activity and a key facilitator of our region’s continued growth and prosperity. We are solution-focused offering world-class customer-orientated services alongside a highly experienced and knowledgeable team.

The values by which we operate our business are best described by the acronym ASPIRE, standing for:

<p><b>ACCOUNTABILITY</b> <i>To be accountable for our actions, our performance and outcomes.</i></p>	<p><b>SAFETY</b> <i>To act in a manner that prevents the risk of injury or danger.</i></p>	<p><b>PASSION</b> <i>To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.</i></p>
<p><b>INTEGRITY/ HONESTY</b> <i>To be truthful, upright and act according to what is right.</i></p>	<p><b>RESPECT</b> <i>To hold the people around us in high esteem and show consideration</i></p>	<p><b>EXCELLENCE</b> <i>To continually strive to be the best at what we do.</i></p>



## SECTION B – POSITION PURPOSE

To organise, oversee and carry out electrical maintenance, installation and project work on buildings, plant and other facilities.

## SECTION C – KEY ACCOUNTABILITIES

Key Accountabilities	Task
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Carry out the electrical maintenance on buildings, wharves, container outlets, plant, navigation beacons, cranes, security gates, cameras and other assets as required.</li> <li>• Liaise with other maintenance employees, other divisions and relevant contractors who are affected by or involved in the maintenance of those assets, in terms of facilitating the maintenance, minimising impact to other Port operations and fulfilling PCBU responsibilities.</li> <li>• Other duties as directed by the Electrician Charge Hand or Workshop Supervisor.</li> <li>• Take a lead role in the ordering of materials hire of any plant, etc required to carry out this maintenance work.</li> <li>• Carry out servicing inspections as produced by the maintenance system to identify repairs and corrective actions necessary to ensure the safety, compliance and correct functioning of relevant plant, buildings, and other equipment.</li> <li>• Provide electrical utilities to vessels as required.</li> </ul>
<b>Electrical Planning</b>	<ul style="list-style-type: none"> <li>• Oversee and delegate the work undertaken by contractors as required.</li> <li>• Prepare informal costings for day-to-day repairs and maintenance.</li> <li>• Identify items requiring capital and maintenance expenditure for budgeting purposes for subsequent financial years.</li> <li>• Assist in the planning, design and implementation of large or complex work that involves an electrical component.</li> <li>• Make recommendations on major repairs and maintenance to the Electrician Charge Hand or Workshop Supervisor.</li> <li>• Arrange and co-ordinate material and resource delivery in a timely manner including assisting in the sourcing of competitively priced equipment, materials and parts from suppliers.</li> <li>• Ensure compliance is maintained with Electrical Regulations, Standards, Codes of Practice and ECANZ.</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Port Services as applicable i.e.: Workboat crewing.</li> <li>• Other duties as required by Workshop Supervisor.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Complete a daily labour sheet.</li> <li>• Maintain an accurate record of maintenance carried out.</li> <li>• Ensure that building/plant history and maintenance records are maintained.</li> <li>• Act on work orders for maintenance in a timely manner.</li> </ul>
<b>Health &amp; Safety</b>	<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Take an active role in ensuring safety of yourself and other members of the PNL team.</li> </ul>



	<ul style="list-style-type: none"> <li>• Encourage a safety minded focus within your team and participate in the resolution of safety concerns.</li> <li>• Adopt safe work practices, know the safety rules for your area, and comply with all standard operation procedures.</li> <li>• Support the Company's Drug and Alcohol Programme.</li> <li>• Actively participate in any rehabilitation programme.</li> <li>• Use all appropriate safeguards, safety devices, safety equipment and personal protective equipment (PPE) provided.</li> </ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>• Take action where you observe unsafe behaviours and report all accident/incidents/near misses.</li> <li>• Participate in incident investigations or H&amp;S Audits within your area as required.</li> <li>• Promptly report all hazards/maintenance relevant to plant and equipment.</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Participate in H&amp;S training and keep up to date with H&amp;S best practice.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Supporting continuous improvement by actively identifying ways (i.e. ideas) to improve how we operate at PNL.</li> <li>• Any other project work or duties that may reasonably be required.</li> </ul>

## SECTION D – KNOWLEDGE, SKILLS & EXPERIENCE

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Trade Certificate or Certificate in Electrical Engineering Level 4.</li> <li>• Advanced Trade Certificate or Certificate in Electrical Engineering Level 5.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 5 years' experience in a similar electrical role</li> <li>• Previous supervisory experience (desirable)</li> <li>• Maintenance management systems</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound electrical knowledge suited to maintenance and servicing of the range of electrical facilities in buildings, wharves, the container yard, security devices, lights and beacons and other plant and electrical infrastructure owned by PNL.</li> <li>• Experience or aptitude for servicing moderately complex microprocessor based industrial equipment</li> <li>• A working knowledge of Standards and Codes of Practice relevant to industrial electrical work</li> <li>• A willingness to work at height</li> <li>• Experience in basic electronics</li> <li>• Planning, organising and leadership skills</li> <li>• Basic computer skills (Outlook, Excel and simple database functions)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Effective communicator</li> <li>• Time management skills</li> <li>• Even tempered</li> <li>• Ability to handle pressure</li> <li>• Ability to co-ordinate and prioritise multiple tasks</li> <li>• A willingness for overtime and on call work</li> </ul>



## ACKNOWLEDGEMENT

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I accept this job description identifies the key elements of the job for which I am accountable.

### Confirmed by Employee

Signed:

Date:

