**JOB DESCRIPTION**

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| **Role** |  | **ELECTRICIAN** |
| **Site Location** |  | **Kawerau** |
| **Date** |  | **August 2022** |
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| **Purpose** |  | **To install, maintain and repair electrical and instrumentation systems to highest standards of safety, quality and service**  **To ensure all installation work is carried out profitably and all relevant documentation is completed accurately and on time**  **To work safely without presenting a direct threat to self and others** |
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| **Reports to** |  | **Resource Co-ordinator or Supervisor** |
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| **Internal and External Contacts** |  | Internal   * Engineers * Supervisor * Site Manager * Co-ordinator * Other relevant McKay personnel   External   * Customers * Suppliers * Contractors * Customers or Customer Representatives |

**1 Key Result Areas**

| **Key Result Area** | **Accountabilities** | **Outcomes** |
| --- | --- | --- |
| **Installation, repair and maintenance of electrical and instrumentation systems.**  **Calibration, inspection and modification of electrical equipment.** | * Carry out all installations, repair and maintenance of electrical and instrumentation using correct equipment * Complete installation, maintenance and repair to required time frames. * Calibrate, inspect and modify electrical equipment. * Read and interpret electrical schematics and wiring diagrams. * Conduct tests for electrical equipment and prepare test sheets and records. * Maintain up to date knowledge of all changes to AS/NZ standards relevant to work * Oversee and ensure each job is carried out to the highest quality and to relevant AS/NZ standard * Liaise with Supervisor/leading hand or piers to ensure management of work. Assist in design and estimation of jobs. * Refer all queries, issues and problems to relevant McKay personnel and request back-up assistance including increased personnel and resources etc * When required, request assistance in installation, maintenance and repair from Supervisor or Site Manager * Effectively Communicate all issues * Liaise with all relevant personnel on all aspects of installation, maintenance and repair of equipment as and when required. * Complete all relevant documentation relating to projects as and when required | * All installations or maintenance carried out in an efficient, safe and approved manner * Downtime due to injuries continues to reduce * All installations, repairs and maintenance are tested and fit for its purpose. * All work completed in line with McKay’s quality procedures. * Maintain or improve turnaround time of installations, maintenance and repair where possible * Install appliances and/or equipment to manufacturers specifications and customers required standard * All documentation completed accurately and on time |
| **Customer Service** | * Listen to internal and external customers and evaluate their needs accordingly * Respond promptly to all customer queries * Develop strong relationship with customers and in-depth knowledge of their requirements * Deal effectively with all internal and external customer complaints and queries | * Commitments to all customers are met 100% of the time and feedback is positive * All customer queries are dealt with immediately and satisfactorily * Customer complaints kept to required minimum * Positive satisfaction signoffs on conclusion of all customer complaints |
| **Health & Safety** | * Ensure full understanding of McKay safety policies and objectives and request advice or opinion when required | * All work completed in an efficient, safe and approved manner |
| **Team membership** | * Participate as a member of the team and in the wider McKay organization | * Perceived as being an active and committed team member of McKay Electrical |
| **Other duties** | * Undertake such other duties as the company may reasonably require |  |
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**2 Competencies**

| **Competency** | **Level** |
| --- | --- |
| **Technical Knowledge** | High level technical knowledge within industry and expert in own area; mentors others and recognizes potential problems, implements technical initiatives and contributes to technical planning |
| **Communicating Upwards** | Able to communicate confidently to one level up within the organization |
| **Written Communication** | Basic written communication skills including ability to write simple correspondence competently |
| **Customer Orientation** | Competent in ensuring the customer's stated needs are met and satisfied and shows a customer service ethic in approach. |
| **Relationship Building** | Interacts confidently with others, builds strong relationships through mutual respect, questioning and listening skills |
| **Responsibility/ Accountability** | Highly committed to work area’s responsibilities and ensures all work is completed to a high standard and on time, irrespective of problems or issues |
| **Attention to Detail** | Is detail focused and ensures own and others’ work is checked, accurate and to a high quality standard |
| **Developing Others** | Provides task related and wider learning opportunities for apprentices and facilitates the attainment of new skills by strong feedback and coaching |

**3 Qualifications, Knowledge and Skills**

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| --- | --- |
| **Qualifications** | Electrical Trade Certificate  Relevant Health and Safety qualifications |
| **Knowledge/ Experience** | 1-3 years in required field  Knowledge and experience in specific area of responsibility. |
| **Skills (including Technology)** | Health and Safety  Current New Zealand Driving Licence |