



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. Employees will be expected to perform any duties reasonably requested by the employer. 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.

Job Title:	Faultperson/Electrician
Reporting To:	Team Leader
Responsible For:	Direct Reports x 0 Indirect Reports x 0
Position Purpose:	<ul style="list-style-type: none">▪ responsible for “keeping the power on” in the event of an issue, crisis or emergency. This can mean being the first person on-site in difficult situations, you need to remain calm, assess the situation, offer assistance and provide emergency support if needed▪ work as a team, ensuring the safety of yourself and others while resolving challenges in varied locations and weather conditions▪ to the best of your ability, you are to ensure work is completed to a quality standard in the timeframe available.
Last Review Date:	May 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
Other External Customers Contractors	Asset Lifecycle Teams Operations Team Office Administration Delivery Manager Safety Team	Health & Safety Committee

Key Result Areas:

You have the following key areas of responsibility

- Faults & Maintenance
- Field Switching
- Retail Work & Customer Interaction
- Health & Safety
- Leadership
- Compliance
- Personal Accountability

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

Jobholder is accountable for: -	Jobholder is successful when: -
<p>Faults</p> <ul style="list-style-type: none"> ▪ Carrying out routine and emergency location and repair of faults as required ▪ Providing a first-response as directed to any faults issues that may involve engaging with: <ul style="list-style-type: none"> ○ Emergency Services ○ Alpine Distribution Team Members ○ Alpine Controllers ▪ Ensuring faults can be addressed in a safe manner following safe operating practices. 	<ul style="list-style-type: none"> ▪ Plans effectively in advance so that objectives can be met and travel and time use is efficient ▪ Jobs consistently organised well and on time and work completed cost effectively and efficiently (no rework) ▪ Works well with others in the team to ensure work is completed in a timely and safe manner ▪ Paperwork up to date and accurate (e.g. accurately timely records, job codes and correctly completes timesheets) ▪ Continues to progress through the appropriate level of competency required for the role ▪ Problems and challenges on site are resolved

	<ul style="list-style-type: none"> ▪ Seen as having common sense and able to help constructively ▪ Suggests ideas on how to improve things that are practical and implements them ▪ Shares knowledge and experience with others to get the job done
<p>Maintenance</p> <ul style="list-style-type: none"> ▪ Support other field staff and the wider organisations team members, creating a positive culture, sharing information, knowledge and expertise. 	<ul style="list-style-type: none"> ▪ Assist in planning and preparation of work, communicating work needs, planned outcomes and measuring progress. ▪ Assist in developing new ways of working that enhance delivery ▪ Confident and capable working from a ladder in all weather conditions
<p>Field Switching</p> <ul style="list-style-type: none"> ▪ Carry out system switching & isolation as required 	<ul style="list-style-type: none"> ▪ Develop switching instruction as required ▪ Read and prepare for switching activities to ensure switching is accurate and enables efficient execution of outages ▪ Assist Network Control to complete, correct or improve switching instructions to deliver safe and efficient work
<p>Retail Work & Customer Interaction</p> <ul style="list-style-type: none"> ▪ Carry out metering and retail service work as directed and on time for faults ▪ Work with electrical contractors, customers, and regulatory agencies as required 	<ul style="list-style-type: none"> ▪ Build and maintain a sense of professionalism and customer focus. Complete retail paperwork and documentation in a timely manner

Safety	
<ul style="list-style-type: none"> ▪ Apply sound risk management practices ▪ Identify and report all accidents, incidents and near-misses and assist in any accident or incident investigations ▪ Ensure the safety and health of employees and non-employees in the workplace ▪ Be an active participant in the Organisation's Health & Safety practices and contribute to the Health & Safety culture of the organisation 	<ul style="list-style-type: none"> ▪ No harm is caused to self or others ▪ Ensure work area, (on or off site), is maintained in a safe and tidy manner at all times ▪ A commitment to ongoing learning and development in; work practices, operational training requirements and safe operating procedures ▪ Promotes safe work practices and speaks-up when is concerned any work practice may be unsafe
Leadership	
<ul style="list-style-type: none"> ▪ Provide Leadership through example setting high standards of operational performance, mentoring in systems, procedures and techniques to achieve quality and safety when completing tasks. 	<ul style="list-style-type: none"> ▪ Other field staff and the wider organisations team members are supported, creating a positive culture, sharing information, knowledge and expertise
Compliance	
<ul style="list-style-type: none"> ▪ Adhere to all company standards, policies and procedures ▪ Undertake all activities in accordance with legal requirements including obligations under the Electricity Act and the Health & Safety at Work Act 2015. ▪ Understand and ensure compliance with the Electricity Safety Regulations and SM-EI and knowledge of the Electricity Industry Participation Code, as they relate to distribution companies. ▪ Attend organised training sessions and toolbox meetings. ▪ Gain network competencies as determined and required 	<ul style="list-style-type: none"> ▪ Other field staff and the wider organisations team members are supported, creating a positive culture, sharing information, knowledge and expertise

Personal Accountability	
<ul style="list-style-type: none"> Provide positive role modelling to staff. Maintain clear lines of communication with your Supervisor and provide clear and understandable communication with your team on matters of Safety, Quality and Performance. Use initiative and common sense to resolve issues and find solutions as well as adapting to challenges as they arise. 	<ul style="list-style-type: none"> You are respected within your team Actively promote a respectful work environment where morale is rated high Valued for the support and assistance given Contribute proactively to the organisation

Key Job Competencies / Skills	
Competency	Description
Functional / Technical Skills	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
Problem Solving	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 beyond the obvious and doesn't stop at the first answers.
Process Management	Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient workflow; 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.
Written Communications	Able to write clearly and succinctly in a variety of communication settings and styles; can get messages across to have the desired effect.
Customer Focus	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.
Ethics & Values	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; practices what he/she preaches.
Integrity & Trust	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.
Humour	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.
Patience	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.
Self-Knowledge	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

Position Dimensions	Essential	Desirable
Technical Abilities	Registered as either an Electrician, Line Mechanic or Cable Jointer, with experience in electrical supply industry preferred. At least 5 years industry experience, sound experience in electrical contracting; 4-5 years electrical distribution preferred	
Qualifications/Training	EWRB Registered with current practising licence, Level 4 and PHC preferred, but not essential (NZ Certificate In Electricity Supply Level 4 - (Fault Response), NZ Certificate in Electricity Supply Level 3 (Field Switching).	
Work Experience	Familiar with Permit-To-Work requirements, Working knowledge of SM-EI's and holds current EAC / PHC.	

Communication	Competent in written, oral, IT and interpersonal communication skills.	
Values/Attitudes	Positive and collaborative style. Demonstrated ability to set priorities, work effectively under pressure, and meet KPIs.	

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