


POSITION DESCRIPTION

POSITION:	STREETLIGHT ELECTRICIAN	DATE: FEBRUARY 2024
Purpose	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> Assist with the management of the Streetlight contracts inclusive of installations, repairs and maintenance of overhead and underground components associated with streetlights. Carry out maintenance and fault repairs associated with streetlighting. Ensure all projects are undertaken in a timely, safe and cost-effective manner. Undertake streetlight patrols, as required. Maintain electrical wiring, machinery, instrumentation and control systems and components to required specifications ensuring economy, quality, reliability, safety and sustainability. Undertake electrician duties to promote the successful delivery of projects. Ensuring all work meets the New Zealand Electrical Wiring Regulations, Electricity Act and other Regulations, Standards and Codes of Practice. Communicating with clients and contractors which may require attending site meetings. Recording, analysing and interpreting test data. Proposal of modifications and retest systems and products qualifying the final product or system. Servicing and maintenance of equipment. Ensuring all electrical work is tested for safety before leaving a work site. Ensuring team members and contractors safety is paramount at all times and compliant with legislation and Company Policies. Ensuring good record keeping and all documentation is completed in a timely manner, i.e. Codes of Compliance, Electrical Safety Certificates, timesheets and reports as required. Working with the team by agreeing to accountabilities and performance standards. Assisting with the training of other team members and especially apprentices and trainees. Responding to after-hours call outs when rostered on standby. Identifying customer requirements and design systems and products. Interpreting design specifications and technical drawings for projects. Supporting in the Streetlight Reticulations of quotes for clients. Build strong long-term relationships with our customers ensuring they see Horizon Networks as a preferred supplier with excellent customer service and technical support. 	
Business Unit	Horizon Services Limited	
Branch/Department:	Horizon Networks	
Reporting To	Streetlighting Manager	
Location	Whakatane, but willing to travel and work where required	
Direct Reports	Not Applicable.	

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<p>SWITCH Guiding Principles</p>	
<p>Key Working Relationships</p>	<p>Internal Regional Manager, Field Services Manager, Streetlighting Manager, Design Specialist, Streetlight team, Group HSEQ Manager, all Horizon Networks staff, all Horizon Energy Group staff.</p> <p>External Customers, Contractors, Service Providers, Consultants, Suppliers and Key Stakeholders.</p>
<p>Required Academic Qualifications and Experience</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Current EWRB Practising Licence. • Hold an appropriate provisional electrical qualification. • Current unrestricted Manual NZ Driver Licence. • Desired but not necessary – Hold current Electrical Inspector qualification. <p>Experience and Skills Demonstrated experience and skills in relevant trade area required:</p> <ul style="list-style-type: none"> • Minimum of 2 years in associated activities. • Commercial and industrial installation experience preferred. • Familiar with distribution systems and associated procedures an advantage. • Knowledge of all appropriate industry rules and regulations including the Health & Safety at Work Act 2015. • Knowledge of Electrical Wiring Regulations and Codes of Practice. • Operational experience in streetlight routine asset maintenance and construction of new street lighting infrastructure. • Demonstrated experience in managing resources, plant and equipment. • Strong planning, scheduling and organisational skills. • Technical skills and street lighting product knowledge. • Practical skills, including the ability to use and care for equipment. • Ability to read and understand plans, maps and diagrams. • Sound industry and product knowledge. • Must be comfortable working at heights. • Able to make good judgements and follow instructions. • Excellent communication and problem-solving skills. • Able to work independently or as part of a team. • Computer literacy skills. • Team player with ability to motivate others

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Specific Skills	To perform the job successfully, an individual should demonstrate the following competencies: Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence. Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions. Planning/Organising - Prioritises and plans work activities; Uses time efficiently; Sets goals and objectives; Organises or schedules their service jobs and tasks; Develops realistic action plans to meet daily/monthly demands. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. Reporting – Produces timely information to ensure transparency in performance and results are achieved.	
RESPONSIBILITIES	ACCOUNTABILITIES	KPI'S AND OUTPUTS
Authorities	As per the Group Delegated Authority Policy.	
Streetlight Duties	<ul style="list-style-type: none">Assist with the maintenance of the streetlight contracts inclusive of job planning, construction, faults and maintenance projects relating to streetlighting activities.Diligently work as a member of the Streetlight team undertaking electrical works consistent with the role of Streetlight Electrician.Respond to after-hours call outs when rostered on standby.Undertake streetlight patrols, as required.Undertake any other duties that may be required from time to time.	
General Electrical Services	<ul style="list-style-type: none">Identify customer requirements and design systems and products.Interpret design specifications and technical drawings.Research suitable solutions and estimate costs and timeframes.	

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	<ul style="list-style-type: none"> • Ensure all work meets the New Zealand Electrical Wiring Regulations, Standards and Codes of Practice. • Communicate with clients and contractors which may require attending site meetings. • Record, analyse and interpret test data. Propose modifications and retest systems and products qualifying the final product or system. • Service and maintain equipment. • Undertake electrical wiring and equipment installations, repairs, fault finding and maintenance on small or large scale commercial, industrial and residential electrical projects in a safe, timely and cost effective manner • Ensure all electrical work is tested for safety before leaving a work site • Assist in the preparation of quotes for customer works as required • Ensure team members and contractors safety is paramount at all times and compliant with legislation and Company Policies • Ensure sub-contractors maintain required quality and safe working practices. • Be prepared to be involved in the 24 hour standby roster • Ensure good record keeping and all documentation is completed in a timely manner, i.e. Codes of Compliance, Electrical Safety Certificates, timesheets and reports as required • Work with the team by agreeing to accountabilities and performance standards • Assist with the training of other team members and especially apprentices and trainees • Undertake any other duties that may be required from time to time 	
Repairs and Maintenance	<ul style="list-style-type: none"> • Ensure plant and equipment is operated correctly and well maintained at all times. • Ensure that all plant and equipment utilised by the team is maintained to the highest standard. 	
Training	<ul style="list-style-type: none"> • Be prepared to undertake any training required. • Assist with the training of other team members, especially trainees. 	
Health & Safety	<ul style="list-style-type: none"> • Follow the Group's 10 Safety Rules • Demonstrate personal responsibility for safety by ensuring you, all staff and contractors comply with the Health & Safety at Work Act 2015 (or successor legislations), health and safety policies, procedures, systems and instructions, but not limited to: <ul style="list-style-type: none"> ▸ Undertaking health and safety training 	<ul style="list-style-type: none"> • All training is completed. • No occurrence of non-compliance is noted. • Hazards, incidents and near misses are reported in accordance with Group policies and procedures.

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	<ul style="list-style-type: none"> › Reporting all health and safety hazards and incidents including near misses in a timely manner › Conducting safety audits • Demonstrate safety leadership in accordance with the requirements of your role. • Actively participate in hazard identification and risk management. • Actively participate in safety initiatives i.e. toolbox talks, safety observations and inspections. • Actively participate either through promotion, contribution or encouragement of worker consultation and input to safe work practices. • Ensure all incidents are reported and recorded in the Group's H&S Management database, Vault, in a timely manner. • Ensure you, all staff and contractors meet the required competency level for the task that they are undertaking and prior to commencement with the Company they have undergone a comprehensive Company induction and approval process. • Promote and ensure all staff report health and safety incidents in a timely manner. • Report to your Manager conditions or practices that are either unsafe or that may adversely impact the environment, to ensure prompt resolution of potential hazards. • Ensure a clean and tidy work area is maintained at all times with housekeeping undertaken as required. • Ensure that any Personal Protective Equipment appropriate to the task undertaken is worn/used at all times in accordance with minimum PPE requirements. • Participate in emergency drills and training sessions in occupational health and safety as required. 	
Customer Service	<ul style="list-style-type: none"> • Maintain a culture that continually reviews services, business processes, systems and market information to ensure continuous improvement and best practice principles are adopted. • Ensure the provision and maintenance of a high level of service to customers meeting the demands and needs of our customers in a fast, efficient and responsive manner. • Ensure all customer issues are managed and resolved effectively and efficiently achieving positive outcomes for all parties concerned. • Understand our customers' requirements and the scope of their current contracts as it relates to your area of responsibility. • Seek, develop and maintain collaborative and productive relationships with all customers and 	<ul style="list-style-type: none"> • Customer expectations are met with regards to quality and timely delivery of services. • Zero customer complaints.

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	<p>stakeholders to support the delivery of our services.</p> <ul style="list-style-type: none"> • Be proactive in ensuring staff and contractors are being managed in line with service deliverables and that all services are delivered to a high standard ensuring staff and contractors observe all Company policies, procedures and processes at all times. • Build and maintain standards of work that enable and support staff and contractors to meet and exceed the terms of our various service contracts and customer expectations. • Be proactive in educating staff and contractors on the importance of all KPI's relating to any contracts and customer expectations, and ensure they are taking necessary steps to meet and exceed all KPI's on a daily basis. • Regularly audit workmanship in terms of service delivery, quality and compliance. • Ensure staff and contractors are familiar with the latest maintenance management techniques, asset management, legislative requirements and deliverables to ensure we deliver on our contractual obligations to our various customers. • Support Management by providing timely information and reports as requested. 	
Time Management	<ul style="list-style-type: none"> • Effectively prioritise workload and manage time to ensure all duties are completed within required deadlines. 	
Team Delivery	<ul style="list-style-type: none"> • Develops constructive and cooperative working relationships with team members and addresses colleagues in a professional and courteous manner at all times. • Demonstrates an ability to work well within a team environment and takes on the responsibility of ensuring all work tasks are completed. • Offers guidance, support and assistance to other staff. 	<ul style="list-style-type: none"> • Team output – all tasks are completed. • Supervisory feedback.
Use & Care of Equipment	<ul style="list-style-type: none"> • Uses all equipment in accordance with procedures and instructions and maintains all equipment in a clean condition. • Report faults and damage of or to equipment to Manager. 	<ul style="list-style-type: none"> • Zero breaches of equipment usage procedures. • Inspection of work area.
Other	<ul style="list-style-type: none"> • Follow the Group's guiding principles SWITCH • Project a positive attitude and actively contribute to a companywide culture of effective communication, cooperation and teamwork. • Demonstrate pride in the Company and a commitment to the business objectives. • Attend and participate fully and positively at all meetings as required. 	

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	<ul style="list-style-type: none"> • Provide clear, meaningful and timely communications effectively, in both written and verbal form. • You are expected to perform other duties, as assigned by your Manager, that can be reasonably regarded as related to the role and which can be reasonably expected to be within your experience and capabilities. • This position description may be amended from time to time to reflect changes to contractual requirements of clients. 	
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<i>Employee Full Name (Please Print)</i>	<i>Employee Signature</i>	<i>Date</i>
Stacey Flintoff STREETLIGHTING MANAGER		1/02/2024
<i>Employer Full Name & Title (Authorised Signatory)</i>	<i>Employer Signature</i>	<i>Date</i>

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