

## POSITION DESCRIPTION




### SECTION A

Port Nelson Limited 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.

<b>POSITION:</b>	Electrician
<b>REPORTS TO:</b>	Utilities Supervisor
<b>LOCATION:</b>	Nelson

### SECTION B

<b>POSITION OBJECTIVE:</b> 	To organise, oversee and carry out electrical maintenance, installation and project work on buildings, plant and other facilities.	
<b>RELATIONSHIPS:</b>	Internal	Maintenance Manager Utilities Supervisor Maintenance Supervisor Maintenance employees Finance and Admin Support Project Engineer Environmental Officer Stores Coordinator Terminal Operations employees Stevedoring employees
	External	Contractors Suppliers Third party port users
<b>DELEGATED AUTHORITY:</b>	As per delegated authority guidelines	
<b>DIRECT REPORTS:</b>	None	


### SECTION C

#### KEY TASKS AND ACCOUNTABILITIES

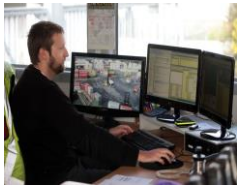
Key Accountabilities	Task
Maintenance	<ul style="list-style-type: none"> <li>Carry out the electrical maintenance on buildings, wharves, container outlets, plant, navigation beacons, cranes, security gates, cameras and other assets as required.</li> </ul>



	<ul style="list-style-type: none"> <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>
<p><b>Electrical Planning</b></p>	<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>
<p><b>Miscellaneous</b></p>	<ul style="list-style-type: none"> <li>• Port Services as applicable ie: Workboat crewing</li> <li>• Other duties as required by Workshop Supervisor</li> </ul>
<p><b>Administration</b></p>	<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>
<p><b>Safety</b></p>	<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>
<p><b>Continuous Improvement</b></p>	<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>

## PERSON SPECIFICATION

<p><b>Qualifications:</b></p>	<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>
<p><b>Experience:</b></p>	<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>
<p><b>Skills and Knowledge:</b></p> 	<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> </ul>

	<ul style="list-style-type: none"> <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>

## BEHAVIOURS – ASPIRE

Demonstrate the behaviours expected of a member of the PNL Team.

<b>Accountability</b>	To be accountable for our actions, our performance and the outcomes of these.
<b>Safety</b>	To act in a manner that prevents the risk of injury or danger.
<b>Passion</b>	To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.
<b>Integrity/Honesty</b>	To be truthful, upright and act according to what is right.
<b>Respect</b>	To hold people around us in high esteem and show consideration.
<b>Excellence</b>	To continually strive to be the best at what we do.