



Thank you for your interest in the vacancy we have advertised for an Electrical Fitter, based in Nelson or Greymouth.

Please find attached a Job Description and Application Form.

Your application will need to include:

- a completed application form
- cover letter
- a copy of your current CV listing contact details for at least 2 referees.

You can either email your application to vacancies@electronet.co.nz, or post to ElectroNet, PO Box 375, Greymouth.

If you have any queries please phone ElectroNet on 0800-768 9300



Position Description and Person Specification

SECTION A

Position Title: Electrical Fitter
Physical Location: Nelson or Greymouth
Responsible to: Contract Manager

SECTION B

Position Objective:

To effectively undertake the electrical duties required to fulfil contracts for ElectroNet Transmission Limited. Predominately this includes the servicing of the Transpower Maintenance Contract.

Functional Relationships:

Internally:

- GM Contracting
- Operations Manager
- Contract Manager
- Project Managers
- Charge Electrical Fitter
- Electrical Staff
- All other staff

Externally:

- Customers
- Sub-Contractors
- Suppliers

SECTION C

Job Responsibilities:

Primary Duties

- Install, repair and maintain control, protection and monitoring equipment
- Carry out preventative maintenance
- Inspect, test, assemble or remove components
- Adjust and configure electrical systems
- Provide emergency fault response to Transpower Substation Equipment
- Participate in the standby roster

Customer focus

- Maintain a professional image of the company in all dealings with customers and the public at large
- Dealing with customers in a manner which is reflective of the fact that the company is a contracting company and customers are essential for the survival of the business

Documentation

- Complete timesheets on a daily basis
- Complete vehicle mileage forms for any vehicle under your control on a daily basis
- Open and complete job sheets and include information on each sheet specific to the job

Other duties as may be requested by the Management from time to time and accept changes and responsibilities as required by organisational change:

- Such duties are carried out in a timely accurate manner in accordance with the Company's policies and procedures.

Compliance

- Have a general knowledge of the appropriate statutory legislation that affects the company, for example occupational safety and health, traffic management, Electricity Act etc., to ensure all work undertaken by ElectroNet is of a high quality and completely compliant in every respect
- Maintain knowledge of changes to Electricity Rule Books, Regulations or the Electricity Act
- Attend organised training sessions and toolbox meetings
- Be responsible for their own and their work colleagues health and safety and will ensure that no action or inaction on their part will cause harm to any other person
- Participate in the health and safety process to contribute toward an environment where working in a safe manner is considered paramount to all activities
- Participate in the health and safety management process by identifying, evaluating, documenting and reporting hazards

Person Specification

Mandatory

- NZ Registered Electrician Level 4 (with current practicing licence)
- Previous Substation/High Voltage Experience with regards to maintenance, repair and new build construction
- Current NZ Driver's License
- Ability to demonstrate good time management skills

Desirable

- Electrical Substation operating experience
- Plant operating experience and licences (e.g. truck mounted cranes, diggers, heavy trade, forklift)
- Demonstrate an ability to maintain a high standard of workmanship
- Demonstrates an ability to take a constructive approach to team efforts and to work inter-dependently with team members
- Demonstrates pride and enthusiasm and a persistence to complete work
- Demonstrates ability to communicate well with other team members
- Demonstrates an ability to accept the need for change in order to cope with change



JOB APPLICATION FORM

CONFIDENTIAL
(To be completed by Applicant)

POSITION APPLIED FOR:			
LOCATION:			
MR, MRS, MISS, MS, DR			
SURNAME:		GIVEN NAMES:	
ADDRESS:			
CONTACT PHONE NUMBERS:	HOME:		
	WORK:		
	CELL:		
EMAIL:			

Question	Answer
Are you legally entitled to work in New Zealand?	
Have you ever been convicted of a criminal offence or are you awaiting charges in a criminal court of law? If yes, please give details:	
Current Driving Licence Classes	
Do you have any demerit points or endorsements? If yes, please give details:	
If successful, would you need to give notice to a present employer? If yes, how long	
Do you consent to the company contacting your present employer, for the purpose of reference checking? If yes, please give details for the contact person	

The section over-page is designed to meet ElectroNet's responsibilities under the Health & Safety in Employment Act 1992, and ACC legislation, specifically to ensure the capacity of any applicant or employee to safely undertake the tasks associated with the position for which you are applying. Any information provided is strictly confidential between yourself and ElectroNet Services Limited.

January 2016 Form 115-Job Application Form

1. Have you had, or do you currently have, an injury or medical condition caused by gradual process, disease or infection (e.g. hearing loss, sensitivity to chemicals, back injury, repetitive strain injury) which the tasks associated with this job may aggravate or contribute to?

Answer:

If yes, please specify the health problem or disability:

2. Have you been absent from work for a period of 1 week or longer, in the last 2 years, through illness or injury?

Answer:

If yes, please specify the health problem or disability:

3. Have you ever had difficulty coping with change, work pressure, or any other stressful workplace event?

Answer:

If yes, please specify the health problem or disability:

4. Safety is the number one priority for all work undertaken by ElectroNet employees. Are you willing to make a personal commitment to work safely and take all practicable steps to ensure nothing you do will endanger others?

Answer:

5. Do you agree to undergo a full medical examination, including Drug Screen?

Answer:

DECLARATION:

I _____ (*full name*) declare that to the best of my knowledge the answers in this form are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed my employment will be terminated.

SIGNATURE: DATE:
January 2016 Form 115-Job Application Form