



Thank you for your interest in the vacancy we have advertised for an Electrician, based in either Nelson, Greymouth or New Plymouth.

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.

Incomplete applications may not be progressed, so please ensure you include everything requested above.

You can either email your application to [vacancies@electronet.co.nz](mailto:vacancies@electronet.co.nz), or post to ElectroNet, PO Box 375, Greymouth.

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

# Job Title: Electrician

## Basic Details:

Position Size: Permanent

## Functional Relationships:

- Electrical Foreman
- Customer Service Manager
- Electrical Supervisor
- General Manager Contracting
- Electrical staff
- All other ElectroNet staff

## External Relationships:

- Customers, Sub-Contractors and Suppliers

Location: Greymouth

Reports To: Electrical Foreman

## Role Purpose:

To effectively undertake electrical installation, maintenance and repairs for the customers of ElectroNet, to the level of electrical registration held by the employee.

## Key Responsibilities & Expected Deliverables:

Responsibility	Deliverable
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensure the requirements of the Health and Safety at Work Act 2015, and of the ElectroNet Safety System, are met at all times. Have a sound knowledge of the Policies and Procedures of the company, including (but not restricted to) the following:               <ul style="list-style-type: none"> <li>○ Health &amp; Safety Policy</li> <li>○ PPE Policy</li> <li>○ Drug &amp; Alcohol Policy</li> <li>○ Fit for Work/Fatigue Management Policy</li> <li>○ Working Alone Policy</li> <li>○ Quality Policy</li> <li>○ Environmental Policy</li> </ul> </li> <li>• Ensure compliance at all times</li> <li>• Be approachable and proactive in regard to safety, quality and environmental control improvements at all times</li> <li>• Engage with fellow workers on risks being encountered and effectiveness of mitigations</li> <li>• Participate in toolbox meetings</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Ensure a high standard of quality is maintained and customers specifications are met</li> <li>• Co-ordinating any re-work required</li> <li>• Seeking continuous improvement of quality</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Keep all customers informed of progress on their job</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Ensure that any vehicle assigned to you is maintained regularly, in good working order, and is well presented.</li> <li>• Ensure that the tools and equipment you use are kept in reasonable order and are available when required.</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Maintain a professional image of the company in all dealings with customers and the public at large</li> <li>• Honour appointments made with customers, or contact them to make alternative arrangements where required.</li> <li>• Where necessary, liaise and co-ordinate the work of sub-contractors (e.g. builders, plumbers etc)</li> <li>• Liaise with the Electrical Foreman on any unique or specific requirements of the work</li> </ul>
<b>Paperwork</b>	<ul style="list-style-type: none"> <li>• Complete required paperwork on a daily basis</li> </ul>

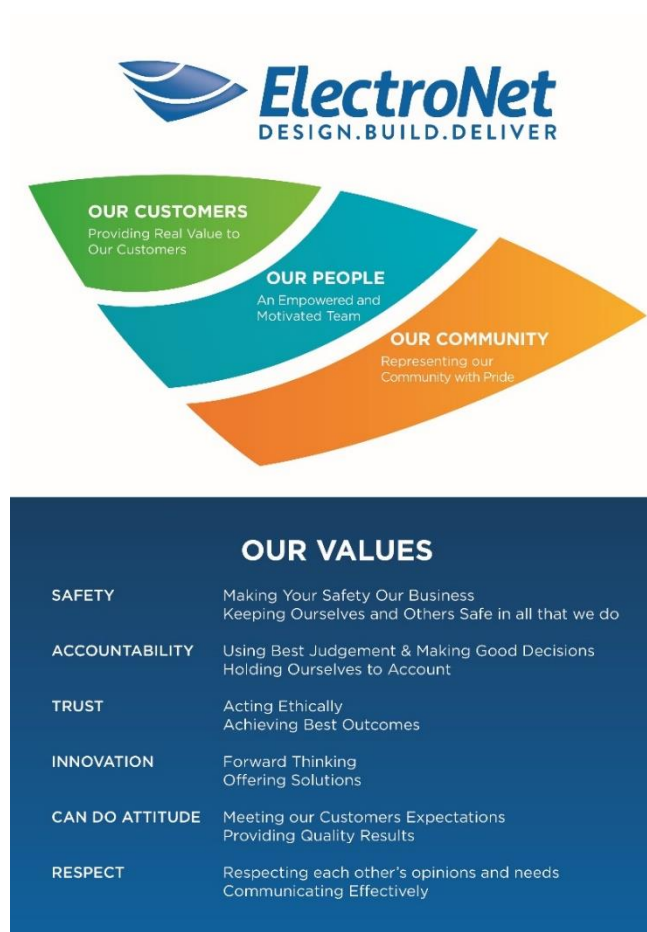
### Administration & Training

- Ensuring your personal training, competency and registration is up to date and current at all times.
- Supervise any Trainees to the level required.
- Any other reasonable duties and responsibilities as delegated by ElectroNet management.

### General

## Values:

All employees of ElectroNet are required to possess and demonstrate the following Company Values:



## Values Compliance

- Frequently bring the Values of the company into conversations with workers.
- Constantly lead by example by displaying the Values in all interactions.
- Identify team members whose actions constantly display application of the company Values in their interactions with others, and recommend any such person to a management team member for a Values award recognition.

## Person Specification:

- Team player
- Ability to cope with fast paced, stressful situations with tight deadlines
- Ability to make well informed decisions
- High level of integrity
- Self-managing and self-motivated
- Persistence & tenacity
- Good time management strategies
- Excellent negotiation skills and a key influencer
- Flexible to continual change
- Ability to gain respect from project team members
- High level of ethicality

## Knowledge, Skills and Attributes

- Strong computer skills, specifically (but not restricted to) Office 365, Excel, Word and Outlook
- Ability to plan and see the “big picture”
- Commitment to customer satisfaction
- Great time and people management skills



## 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.*

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: .....  
January 2016

DATE: .....  
Form 115-Job Application Form