



POSITION DESCRIPTION

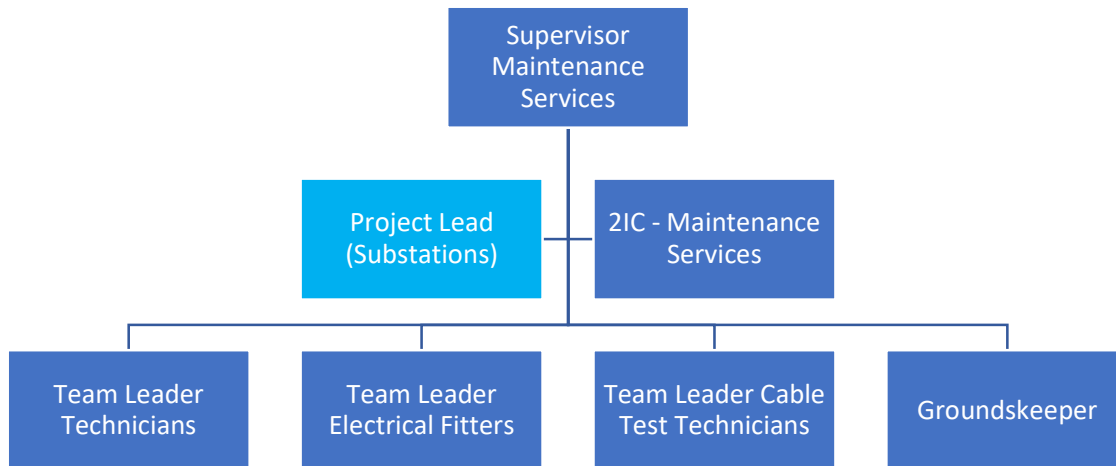


Position title:	Project Lead (Substations)		
Reports to:	Supervisor Maintenance Services		
Group:	WEL Services	Unit:	Maintenance Services
Revision:	10/2022	Date:	19 December 2024

Purpose

To contribute to the safe, efficient, and reliable operation of the WEL network by supervising, coordinating, and executing projects. Also carrying out routine and reactive work as an Electrical Fitter; providing electrical distribution network repairs, maintenance and construction services for WELs network.

Reporting Structure



Resource Accountabilities

Staff numbers	nil	Operating Budget	nil
Capital Budget	nil	Expense Authority	TBC

Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<p>To supervise, coordinate and execute the delivery of assigned work and projects in the field</p>	<ul style="list-style-type: none"> • Carry out site supervisory duties on jobs and projects. Hold permits and coordinate mixed craft trades on site • Assist and be actively involved with site works such as Electrical Fitting and related works • Be actively involved in jobs/projects from planning through to commissioning • Carry out preliminary site visit prior to commencement of major jobs to gain insight into the scope of work and any issues that may arise • Organise required materials in advance of job commencing to ensure no delays to work occur • Demonstrate strong leadership skills to encourage and motivate teams to meet set targets and objectives on a daily basis • Provide mentorship and peer support to supervisors and staff • Supervise work with regular site visits • Conduct regular safety audits and provide guidance and feedback to crews 	<ul style="list-style-type: none"> • H&S standards • Billability • Productivity • Budget • Quality (rework) • Reporting quality • Compliance with all WEL policies, procedures, work method statements and standards for network access, management and operation of the network

	<ul style="list-style-type: none"> • Take ownership (responsibility) of jobs and ensure crews are running efficiently to maximise productivity • Liaise with the control centre, dispatch and other operations staff, as required • Ensure the correct maintenance and operation of company vehicles, materials and plant • Liaise with other utilities/ authorities as required • Ensure the correct use of appropriate technology and tools e.g. diagnostic and test equipment, SCADA control, PLC's, communications • Engage (utilise) external subcontractors as required, after gaining prior approval • Ensure correct testing and commissioning of all plant and equipment • Provide written reports detailing job progress and problems incurred 	
<p>To respond to and repair network faults</p>	<ul style="list-style-type: none"> • Participate in a 24hr callout roster for 24hr fault response and repair • Fault find and reactively repair network outages • Liaise with the control centre, dispatch and operations staff 	<ul style="list-style-type: none"> • Safety is paramount, and shall be second to none. In all activities undertaken, safety shall not be compromised. All works shall be carried out in a safe and efficient manner. The safety of employees, customers, and the public is the number one priority

	<ul style="list-style-type: none"> • Use instrumentation and diagnose the results • Plan and co-ordinate site activities 	<ul style="list-style-type: none"> • All responses are carried out in a fast and efficient manner • A high quality product is produced, in a productive, efficient manner • The environment is not placed at risk and applicable environmental legislation and bylaws are complied with • The number and length of outages are kept to a minimum • Feedback from customers is positive • Compliance with WEL's NOAMPS policy
To conduct switching operations on the network	<ul style="list-style-type: none"> • Perform high and low voltage switching <ul style="list-style-type: none"> ○ Read and interpret switching plans carefully ○ Communicate with other field crew and SYSCON clearly ○ Operate switching instructions mindfully 	<ul style="list-style-type: none"> • Switching is carried out safely, accurately and efficiently
Staff engagement	<ul style="list-style-type: none"> • Participate in daily stand up meeting with WEL Services leadership team • Conduct regular site visits • Hold regular recorded safety conversations 	<ul style="list-style-type: none"> • Attendance • Recorded visits

<p>To ensure compliance with data and information capture requirements for assigned tasks and projects</p>	<ul style="list-style-type: none"> • Ensure all relevant data and information is captured, including Timesheets, SAP and GIS Asbuilts 	<ul style="list-style-type: none"> • Accurate • Complete • On-time
<p>To contribute to the continuous improvement of asset management</p>	<ul style="list-style-type: none"> • While contributing to the design, planning, installation, maintenance, operation, servicing, renewal, and disposal of WEL's permanently connected Network Assets and Network Management Systems: <ul style="list-style-type: none"> ○ Participate in Asset Management activities that align to the Asset Management Policy ○ Contribute to the achievement of WEL's Asset Management Objectives (as detailed in the Strategic Asset Management Plan (SAMP)) • Support Asset Management assurance initiatives 	<ul style="list-style-type: none"> • Active support for objectives and outcomes as detailed is evidenced • WEL demonstrates excellence in asset management through retention of ISO 55001 Asset Management Standard certification
<p>To participate and contribute to projects</p>	<ul style="list-style-type: none"> • Undertake projects for WEL when required • Undertake continuous improvement activities 	<ul style="list-style-type: none"> • Achievement of agreed project measures
<p>Targeting "Best in Safety"</p>	<ul style="list-style-type: none"> • Promotion of good safety management practices • Participation in safety and wellness activities • Being a safety leader 	<ul style="list-style-type: none"> • WEL's health and safety policies and procedures are adhered to at all times



To work in and promote a ‘Best in Service’ attitude to all endeavours	<ul style="list-style-type: none">• Engage within the business and with community / external stakeholders in a way that supports ‘Best in Service’, always	<ul style="list-style-type: none">• WEL’s reputation is enhanced in the community• You are known for your excellent customer service
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This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Person Specification

Qualifications	Essential	<ul style="list-style-type: none"> NZ Electrical registration (Electrician/Electrical Fitter)
	Desirable	<ul style="list-style-type: none"> Formal management training or qualification NZQA Level 4 Switching
Experience	Essential	<ul style="list-style-type: none"> Electrical industry knowledge Installation and commissioning of High Voltage Substation Assets Maintenance and operation of Substation equipment Sound commercial and contracting knowledge Expert in industry safety and electrical safety statutory requirements
	Desirable	<ul style="list-style-type: none"> Knowledge of WEL's network
Role Specific Competencies	<ul style="list-style-type: none"> Safety focus: Actively promotes and models exemplary safety behaviours and values Integrity: Demonstrates consistently high integrity and professionalism Problem Solving: Analyses issues and breaks them down into their component parts. Makes systematic and rational judgement based on relevant information. Achievement focused: Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action. Communication: Speaks clearly, fluently and in a compelling manner. Decision making and critical thinking: Possesses well developed judgement that enables the effective evaluation of issues and decisions to be made, even with the absence of full information Flexibility: Successfully adapts to changing demands and conditions Teamwork: Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others Leadership: Inspires, motivates, and guides others toward goal accomplishments – even without direct line management. Consistently develops and sustains cooperative working relationships. 	

Our Purpose

Enabling our communities to thrive

Our Vision

To create and support an innovative and sustainable energy future

Best in Service

So we have the trust of our community



Best in Safety

Every Day - **Home Safe**



Our Values



Agile

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



Build the business

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



Care for each other, the customer and our assets

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



Do the right thing

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



Every Day - Home Safe

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.