

Title: Trainee Cable Jointer

Reporting to: Underground Supervisor

Direct Reports: N/A

PURPOSE OF POSITION

The Trainee Cable Jointer reports to the Underground Supervisor and is a member of the Field Services team of MainPower New Zealand Limited (the Company).

The Trainee Cable Jointer provides support to the Underground team through assisting with the delivery of a range of cable jointing and termination functions. The position will train towards becoming a certified and competent cable jointer. The Trainee Cable Jointer will also work closely with other members of the Underground team to provide customers with cost effective solutions that provide the required level of service.

The Trainee Cable Jointer follows best practice and Company policies and procedures; all while ensuring health and safety standards are maintained.

POSITION VALUES

The role of Trainee Cable Jointer will deliver consistently good customer service by placing our customers at the centre of everything we do. The Trainee Cable Jointer will ensure that customer expectations are incorporated into our activities, driving a commitment to customer excellence within the Company.

It is expected that the Trainee Cable Jointer will maintain a high level of professionalism and integrity and will display a positive attitude and team focus. The Trainee Cable Jointer will ensure the values of the Company are upheld at all times.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- Customers
- Field Services key staff
- Network staff
- Training Providers
- External Contractors

ACCOUNTABILITIES	RESPONSIBILITIES AND PERFORMANCE MEASURE
<p>Trainee Cable Jointer Learn and develop the skills and competencies to become a Cable Jointer to support our Underground and wider Field Services team.</p>	<ul style="list-style-type: none"> • Actively take responsibility for cable jointing training and ensure compliance with all training requirements. • Successful completion of the NZ Certificate in Electricity Supply (Cable Jointing High Voltage) Level 4. • Carry out day to day operational activities to assist and provide cable jointing and termination functions for MainPower and other customers. • Read and understand documents (e.g. plans and drawings, equipment readings) to ensure work is carried out in line with the requirements. • Operate vehicles and plant and equipment skilfully and safely • Maintain equipment in a reliable, tidy and safe manner, including carrying out relevant checks and identifying and reporting any maintenance needs. • Undertake and assist with any manual civil work and support other employees as required.
<p>Health and Safety Support Provide support to the Field Services department to contribute towards a culture of health and safety.</p>	<ul style="list-style-type: none"> • Positively contribute to the Company's health and safety culture through active support and adherence to internal policies and procedures. • Ensure safe work practices are followed and report any accidents, incidents and near misses through the correct channels. • Ensures compliance with all legislation, regulations and codes of practice. • Models behaviours that promote HSEQ practices, policies and values of the Company.
<p>Team Participation Contribute to and work with the Field Services team and wider Company, to deliver a constructive workplace culture.</p>	<ul style="list-style-type: none"> • Ensure the Underground Supervisor is made aware of issues and kept informed of developments relating to the Underground team. • Provide quality service and support to all areas within MainPower, including backup and support as required. • Participate fully in meetings with colleagues, contributing as appropriate and supporting colleagues as required. • Engage with and develop positive and effective relationships with customers, staff members, suppliers and contractors. • Share technical knowledge and expertise; provide training for other staff as required, and customer knowledge to enhance

	<p>customer service.</p> <ul style="list-style-type: none"> • Provide support to MainPower during emergency response and adverse weather events. This support may include work that draws on current or past experience within the industry or secondment to other areas of the business as required in order to provide support to the customer and community. • Support the Underground team to achieve goals and objectives and acknowledge team achievements. • Undertake any further responsibilities as requested by the Underground Supervisor and General Manager Field Services.
<p>Professional Development Undertake all professional development required to fulfil the Trainee Cable Jointer competencies and accountabilities.</p>	<ul style="list-style-type: none"> • Actively participate in all performance reviews with the Underground Supervisor and/or General Manager Field Services. • Ensure licences and endorsements are up to date to maintain cable jointer competency. • In conjunction with the Underground Supervisor, prepare and keep current a professional development plan. • Attend and complete all training required in order to successfully complete your National Certificate.

COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

In order to be effective in the position, the Trainee Cable Jointer shall have and be able to, consistently demonstrate the attributes and behaviours described below.

- Actively demonstrates professionalism throughout the Company and the industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders
- Is proactive, energetic, enthusiastic and positive in all dealings with colleagues and customers
- Has tenacity in pursuing goals, show focus in the face of opposition and ensure personal goals are aligned with Company objectives
- Positively contribute to the Company's health and safety culture through active support and adherence to internal policies and procedures.
- Actively works to support the goals and objectives of others in the wider business
- Makes and implements timely decisions
- Regularly updates knowledge and skill through effective training and education

COMPETENCIES – SKILLS AND EXPERIENCE

In order to be effective in the position, the Trainee Cable Jointer shall have and be able to demonstrate, the following skills and experience.

- 2+ years' work experience, involving physical labour and experience with plant, machinery and hand tools is preferred
- Confident with working at heights
- Comfortable working outdoors in all types of weather conditions.
- Minimum Class 1 driver's licence. Class 2 heavy vehicle driver's licence desirable.
- Competent at understanding work plans and instructions
- An ability to use electronic devices, and to quickly adapt to new technologies and systems.
- You have a professional and results orientated approach with good business and customer focus.
- An ability to take initiative combined with sound judgement.
- You are motivated and driven – you volunteer for new challenges without being asked.
- You have excellent communication and problem solving skills; oral, written and interpersonal.
- You are a good planner with the ability to prioritise work load.
- Ability to work constructively in a team.

This document is not intended to be exhaustive in terms of detailing the role and responsibilities of the Trainee Cable Jointer position but to at least to provide a 'flavour' of the requirements of the role – you may be asked to complete other duties for the betterment of the business from time to time.