

# Job Description: Electrician

## Electrician

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| <b>Position:</b> | <b>Electrician</b>          |
| Reporting to:    | Commercial Division Manager |
| Directed by:     | Office Manager              |
| Key Stakeholder: | Technical Manager           |

### Summary:

This document focuses on stating and defining the job description for this position to the employee so that they are fully conversant with the job expectations.

This description seeks to capture all aspects of the position of employment yet acknowledges that there will be additional duties and requirements pertaining to the job description that are not specifically listed

### Job Purpose:

1. The purpose of this role is to provide technical expertise to allow the completion and documentation for the inspection, testing alteration and repair of electrical systems and appliances as directed by the Office Manager in accordance with the relevant New Zealand Standards. To assist with the administration team in ensuring that the recording of work undertaken the SimPRO system by the field staff is accurate and timely.
2. To assist where possible in growing the Property Brokers Compliance business through client satisfaction, personal presentation, sales and job completion to the highest standards.
3. To represent Property Brokers Compliance and the parent Property Brokers business as a whole in the best possible manner at all times.
4. To expand and share their knowledge through specific industry training, on job training, attendance of Technical Meetings and group discussions.
5. To provide on job training to the electrical apprentice as required to further develop their skills and knowledge pertaining to the completion of their on-job requirements for the completion of their apprenticeship.
6. To undertake quotations and site assessments for the electrical trade in small project alteration / installation works to allow for business growth.

### General Duties

1. To undertake general electrical repairs and maintenance as required for residential and commercial properties.
2. The full on job training of an apprentice as well as assistance with electrical theory as required.
3. The quotation and securing of small to medium sized residential and commercial electrical projects including data, emergency lighting etc. where available. The assessment of plans and tender documents as well as the on-site assessments as required to achieve this.
4. To assist with the installation and alteration of fire alarms and emergency lighting systems as required.

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5. To ensure the timely completion of all allocated testing and remedial works and assisting where required to ensure 100% planned maintenance completion every month.
6. To follow Company documentation requirements and to accurately record all test results, system defects, afterhours call outs through the use of the iPad and the SimPRO System. All documentation is to be detailed, accurate and timely to allow accurate billing.
7. To assist the overall business in driving the electrical trades in conjunction with the various Stake Holders and by growing revenue through efficiency and accuracy.
8. To provide the highest levels of service delivery and technical expertise ensuring that the company or our clients are not placed at risk.
9. To support and build an environment orientated towards trust, open communication, creative thinking and the development of the overall team.
10. To identify new business opportunities for planned maintenance, business acquisitions and to report to the Stake Holders as appropriate.
11. To hold and maintain a valid NZ drivers licence applicable to the role.
12. To ensure all times that your professional level, including qualifications and registrations, are maintained to meet the required standards to operate in the electrical industry and comply with all rules and regulations relevant to your skills, qualifications and position.
13. To not bring the Property Brokers Compliance or parent company, Property Brokers, in to disrepute.
14. To keep the culture of the Company and maintain a work environment of fun, team work, focus and dedication.
15. To provide sound advice, guidance, technical support and to help all PBC customers, office and field staff.
16. To ensure your dress, personal presentation and conduct is of the highest standard applicable to the task at hand. It is imperative that the image of Property Brokers Compliance, and Property Brokers in general, is maintained and where possible improved.
17. To provide back up and on job training to other Service Staff allowing them to develop their skills and to have a better understanding of the relevant NZ Standards, installation practice, system diagnostics, fault finding and effective system repair.
18. To provide advice to the Management Team for process improvement from a technical field based perspective.

## Vehicles:

Where a company vehicle is issued to you to allow the completion of your work duties, the below should be observed in addition to any other Policy Requirements.

1. Kept clean both externally and internally.
2. Monthly vehicle inspections are completed and documented.
3. Kept in a legal roadworthy condition.

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## Health & Safety:

1. To always comply with the Company Employment Health & Safety Policies and applicable legislation.
2. To always conduct yourself and complete your duties in a safe manner taking consideration of your work environment, clients and the public.
3. To maintain a Site Safe Construction or maintenance passport as applicable to the role.
4. To attend EH&S meetings as directed.
5. To recommend any improvements to the Employment Health & Safety processes and practices.
6. For the avoidance of doubt, any vehicle driven on behalf of the Company is to be driven at all times in accordance with the New Zealand Road Code and road rules.
7. Property Brokers Compliance Limited has a zero drug and alcohol policy in terms of driving vehicles as well as while on duty.

## Ethics:

It is a requirement for all Property Brokers Compliance Limited staff to conduct themselves in an ethical manner, be accurate in their reporting, time management, use of materials and company resources both for the betterment of the Company and Clients.

All staff are responsible for contributing and maintaining the ethical culture within the Company and to provide guidance where required.

All staff are responsible for making ethical conduct a personal outcome by clear demonstration.

## Afterhours Call Outs:

At present there is no on call roster or a need to provide an afterhours call out service primarily for the Rentals team for residential breakdowns, however, over time, we would expect this to change as the business grows. Consultation and discussion will be held as this area evolves so that the needs of our clients can be met.

In the interim being available for limited after hours call outs from time to time is the current expectation.