

Job Description

Position Title: Contracting Services Coordinator	Position Supervisor: Operations Manager
Incumbent Signature:	Supervisor Signature:
Management Unit: Electrical Contracting	Date of Review: 18 June 2010

JOB PURPOSE

The Contracting Services Coordinator is responsible for the safe and profitable delivery of unregulated contracting services to external customers, electricity retailers and meter service providers in line with organisational targets and customer expectations.

This role is a member of the Centralines Management Team and is expected to significantly contribute to the strategic direction of Centralines with regard to unregulated business development.

KEY RESPONSIBILITIES

1. To play a leading role in ensuring electrical staff compliance with Centralines' Health and Safety requirements, including:
 - Compliance with the safe working practices set out in the *Safety Rules Electricity Industry* (or its revised equivalent), AS/NZS 3000 and other relevant standards/regulations for all staff;
 - Staff compliance with effective management of employee's own safety, and the safety of others at work;
 - Staff compliance with hazard identification within the workplace or arising out of the work;
 - Staff compliance with reporting and recording of injuries/illnesses arising out of the work or the work environment; and
 - Participation in emergency drills and training sessions in occupational safety and health, as required.
2. Development of business opportunities and preparation of quotations for all electrical works in domestic, commercial and light industrial fields.
3. Management of services contracts for unregulated services customers, including relationship management and performance reporting.
4. Management of activities undertaken by Centralines Contracting Services team including private electrical works, livening and certification, metering services, and retailer services.
5. Achievement of safety, budgetary, productivity and customer service objectives.
6. Operation of a work scheduling system to enable effective resource allocation and efficient resource utilisation.

Job Description

7. Assist with the preparation and achievement of budgets, performance reporting and business plans to facilitate the achievement of company objectives.
8. Enable sustained high levels of customer satisfaction with the quality, timeliness and professionalism of Centralines Contracting Services.
9. Explore development opportunities to grow the electrical contracting services offered, and submit proposals for consideration.
10. Maintain a highly skilled and motivated field work force, with competency levels to meet Centralines requirements.

FUNCTIONAL RELATIONSHIPS

- Centralines end use customers
- Centralines Operations Manager
- HS & E Coordinator
- Centralines Area Manager
- Centralines Accountant
- Centralines Contracting Services staff
- Unison Control Centre
- Electricity Retailers
- Meter Services Organisations
- Electrical Contractors

The Electrical Services Coordinator reports to the Centralines Operations Manager, however is included in the Centralines Senior Management Team. As such the Electrical Services Coordinator is expected to have frequent interaction with other management team members in contributing to and enabling the strategic and operational objectives of Centralines.

SPECIAL CONDITIONS

- Preparedness to attend after hours work
- Preparedness to be rostered on an after hours

Job Description

PERSON SPECIFICATION

Qualifications/Experience Required:

Registered Electrician – Mandatory

Class 1 New Zealand Driver's licence – Mandatory

Expert level knowledge of the technical standards (AS/NZS 3000 and related) associated with electrical contracting - Mandatory

A minimum of 10 years relevant Electrical Industry experience in a contracting environment – Highly Desirable

Demonstrated staff supervision and leadership capability – Highly Desirable.

A history of successful project management and delivery performance – Highly Desirable.

Demonstrated ability in the use of computer applications such as material ordering systems, MS Office systems – Desirable

Competencies Required:

Technical Knowledge – Knowledge and skills in the design, operation, maintenance and construction of electrical installations in accordance with AS/NZS 3000 and related standards.

Customer Orientation – Ensuring customer's needs are continually satisfied and that internal customer's needs are met

Planning & Organising – Setting and implementing schedules. Identifying and prioritising steps which need to be undertaken for task completion.

Communication – Being understood when communicating, listening effectively.

Team work – Undertake actions which foster team spirit and maintain co-operative and productive relationships

Resistance to stress – Consistency of performance under situations of stress.

Achievement orientated – Measuring performance or outcomes against a standard of excellence, setting challenging goals, improving performance or results through innovation.

Physical Requirements:

- No colour blindness
- Ability to work aloft (greater than 2.4M)