

Position Description

Position title:	Skilled Operative – STMS (Site Traffic Management Supervisor)	Created:	October 2022
Division:	Centralines Limited	Location:	Waipukurau
Reports to (title):	STMS – Field Leader	Salary Band:	D
Team function:	<p>Centralines Limited is an electricity distribution business covering Central Hawke's Bay. We have a staff of qualified professionals who are skilled in the following areas:</p> <ul style="list-style-type: none"> • Network Design • Project Management • Asset Recording • Cable Location • Power Line Audits, and Power Line Upgrades • Tree Trimming and Removal • Fibre Optic Installation • Trenching • Traffic Management 		
Prime function / Purpose of Position	The primary purpose of this role is to provide advanced traffic management services and support to Centralines Limited.		
Staff Supervision:	Direct: 0 Indirect: 0		
Cost Centre Budget:	Cost Centre budget responsibility	\$0	
Delegated Financial Authority:	Maximum purchasing authority per item (Opex)	\$0	
	Maximum purchasing authority per item (Capex)	\$0	
Key stakeholder relationships and linkages:	Internal	External	
	<ul style="list-style-type: none"> • Operations Manager • Centralines Foreman • Program Analyst/Scheduler • Other Centralines Staff • Unison staff as required. 	<ul style="list-style-type: none"> • Health and Safety Auditors and Advisors. • Road Controlling Authorities. • External Contractors • The public 	

Key Responsibilities

- Organise daily traffic management requirements:
 - Assign staff, subcontractors and equipment to undertake traffic management;
 - Undertake traffic management duties.
- Review received service requests:
 - Reactive call-outs;
 - Urgent and justified call-outs for the day and allocate;
 - Planned service requests for projects;
 - Update STMS calendar as required
- Prepare documentation which may include:
 - Carrying out site visits;
 - Meeting with person/s making the request/s;
 - Contact affected RCA for discussion and agreement of process.
- Auditing and monitoring:
 - Site visits to check compliance and discuss issues with site personnel;
 - Monitoring of all sites, attended and unattended.

- Equipment Management:
 - Clean and maintain equipment for daily use;
 - Ordering of new equipment as required;
 - Keeping an inventory of all available equipment for use on each vehicle;
 - Utilise trucks and trailer for daily use and call-outs.
- Preparation of documentation for ongoing work:
 - Project works;
 - Call-outs.

Other Responsibilities (as time allows):

- General labouring duties;
- General machine operation;
- Supervision of small teams and/or sites;
- Drive vehicles appropriate to driver's licences held;
- Operate plant appropriate to licences and/or unit standards held;
- All other tasks as required that are mutually agreed.

Health & Safety

Comply with the Company's Health and Safety requirements and in particular:

- Ensure that no action or inaction on your part while at work, harms any member of the public or damages their property;
- Ensure safety to members of the public, and their property, by following all company policies, procedures and promptly reporting public safety issues;
- To follow the safe working practices set out in the Safety Manual - Electricity Industry (or its revised equivalent);
- Ensure your own safety at work;
- Ensure that no action or inaction on your part while at work, harms any other person;
- Report any hazard identified within the workplace or arising out of the work;
- Report and record injuries/illnesses arising out of the work or the work environment; and
- Participate in emergency drills and training sessions in occupational safety and health, as required.

	Essential	Desirable
Formal Education & Training:	<ul style="list-style-type: none"> • Full and clean Class 2 driver's licence. • STMS Certified for Category A & B roads 	
Experience (Years & Type):	<ul style="list-style-type: none"> • 3 years' experience in the establishment and maintenance of traffic management plans and sites. • 2 years' experience with small team and site supervision. 	<ul style="list-style-type: none"> • Public relations and customer service experience.
Specialist skills:	<ul style="list-style-type: none"> • Working knowledge of Rapid Plan or a similar traffic management programme. • Must be computer literate. 	

Competency Requirements

- Committed to living the Company values of Safety and Wellbeing, Excellence, Customer Service, Integrity and Teamwork, and role modelling the supporting behaviours.
- Committed to supporting the Company in achieving our vision to deliver world-class network and energy solutions to our customers.
- Reliable.
- Physically fit.
- Good communication skills, both written and oral.
- Good organisational and time management skills.
- Good working knowledge of CoPTTM.

Compliance Requirements

Business Compliance:	Ensure a sound understanding of, demonstrate commitment to & comply with all legislation & Centralines Policy relevant to your role & all activities undertaken in that role.
Health and Safety:	Undertake all work in a safe manner and follow all company and workplace health and safety procedures.
Special Conditions	<ul style="list-style-type: none">• Able to work 45 hours per week – some shift work and weekend work required.• On-call/standby from time to time, as required.