

## POSITION DESCRIPTION

<b>Position Title:</b>	Electrical Supervisor		
<b>Reporting to:</b>	Operations Manager		
<b>Date created:</b>	15 December 2023	<b>Date last updated:</b>	05 April 2024
<b>Direct reports:</b>	6-8	<b>Location:</b>	Christchurch

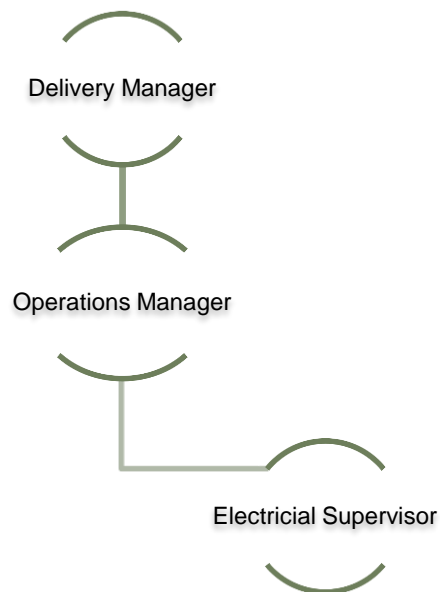
### About Us | Mō Mātou

Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover**, **We Deliver**, and **We Care**. City care Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). 700 of these kaimahi work within Citycare Property with an additional 200 employed by its subsidiary, Spencer Henshaw.

### Primary Focus | Te Arotahi Matua

The Electrical Supervisor will develop and lead the Electrical and HVAC Team to ensure contract requirements are met. To be responsible for the best practise with respect to health, safety and quality, programming work and maintenance of equipment

### Your Team | Tō Kapa



### Key Accountabilities | Ngā Kawenga Takohanga

<b>Team Leadership</b>	<ul style="list-style-type: none"> <li>Decide priorities for work, depending upon deadlines, and allocate to team</li> <li>Promote quality, delivery and value from the team.</li> <li>Set and Communicate objectives and performance expectations for staff, and complete effective appraisals on all staff within the required timeframes</li> <li>Take action when needed to improve staff performance.</li> <li>Provide appropriate levels of formal and “on the job” training to ensure that staff are multi tasked and able to cover each other’s position during absences.</li> <li>Lead engagement action planning, and complete agreed actions.</li> </ul>
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	<ul style="list-style-type: none"> <li>Anticipating and dealing with issues/problems and adjusting approach where necessary.</li> </ul>
<b>Administrative and Coordination Duties</b>	<ul style="list-style-type: none"> <li>Ensure that relevant staff members are carrying out all necessary steps to follow Citycare Property's health and safety policies.</li> <li>Allocation of labour within the team where necessary to ensure the delivery of all SMP, Reactive and project work is delivered on time and within budget from concept stage to delivery.</li> <li>Signing off time sheets daily and weekly (as required)</li> <li>Ensure K.P.I.s are within allotted time (or request an extension).</li> <li>Liaising with the relevant CIAL's FM for SMP, reactive and projects.</li> <li>Undertaking team Quality Audits and Safety Interactions and loading these through SafetyNet in accordance with company targets</li> <li>Contacting suppliers to arrange pickup or delivery.</li> <li>Check stock levels and order if required.</li> <li>Scoping and quoting of jobs/project work.</li> <li>Assist the broader CIAL team with relevant quotes pertaining to Electrical works/jobs.</li> <li>Ensure the scope of works is discussed and understood with relevant clients.</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>Quickly establishes credibility and respect and build strong working relationships with Managers.</li> <li>Solves both operational and strategic issues through a pragmatic and commercially sound approach.</li> <li>Develops and supports team members, be quick to identify and problem solve any issues.</li> <li>Inspires confidence of senior Managers through timely delivery of information. Works independently but consults where appropriate.</li> <li>Demonstrates ability to develop and maintain effective networks and key relationships.</li> </ul>
<b>Physical Activities</b>	<ul style="list-style-type: none"> <li>Manual and physical duties (see the following page for the guidelines on lifting).</li> <li>Operate (when adequately licensed) and maintain small plant.</li> <li>and equipment.</li> <li>Report all hazards/incidents/near misses.</li> <li>Timesheet and job detail documentation.</li> </ul>
<b>Winning Work</b>	<ul style="list-style-type: none"> <li>Always act with the customer in mind</li> <li>Positively Promote Citycare Property.</li> </ul>
<b>Excellence in Contract Work</b>	<ul style="list-style-type: none"> <li>Use excellent quality workmanship at all times.</li> <li>Follow out instructions and assist other Citycare Property workers as requested.</li> <li>Ask questions when unsure of what is expected or what to do.</li> <li>Comply with contract and Company Health &amp; Safety, Quality, and environmental systems at all times</li> </ul>
<b>Driving Staff Performance, Productivity and Innovation</b>	<ul style="list-style-type: none"> <li>Share ideas with the Managers and others with regards to better ways to complete the job</li> <li>Assist Citycare Property staff when required with technical or practical advice in areas of expertise that the job holder has</li> </ul>
<b>BMS Systems</b>	<ul style="list-style-type: none"> <li>Understand the HVAC and Building Management System sufficiently to be able to conduct alarm checks. Support the HVAC technicians where needed and do on-call work</li> </ul>
<b>Building Attributes</b>	<ul style="list-style-type: none"> <li>Continually identify and advise of improvements to HSE, Quality and environmental standards</li> <li>Continually improve service, productivity and efficiency</li> </ul>

<b>Client Relationship Management</b>	<ul style="list-style-type: none"> <li>• Maintain excellent relationships with clients in order to improve current contract performance and maximise the possibility of securing future profitable work</li> <li>• Keep the customer informed of any issues or via the Citycare Property Admin team</li> </ul> <p><b>Measures</b></p> <ul style="list-style-type: none"> <li>• Customers are consistently satisfied with all work completed</li> <li>• A positive commercial outcome is achieved</li> <li>• No re-work arises out of poor workmanship</li> <li>• Citycare Property reputation is enhanced</li> </ul>
<b>Making the Collection of Money Easy</b>	<ul style="list-style-type: none"> <li>• Deliver services to specification and on time to achieve high levels of satisfaction</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Ensures compliance with approved Citycare Property's policies, plans and programmes.</li> <li>• Undertakes all personal development and competency training to stay current and able to deliver the changing requirements of the role.</li> <li>• Undertakes all other duties as reasonable required from time to time.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Any other duties of a similar type required by the Employer.</li> <li>• From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.</li> </ul>

#### Health, Safety and Wellbeing | Te Whare Tapa Whā

<b>All kaimahi are responsibility for</b>	<ul style="list-style-type: none"> <li>• Be personally responsible for their own and others' Health, Safety and Wellbeing at work.</li> <li>• Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way.</li> <li>• Be familiar with the Health, Safety and Wellbeing procedures.</li> <li>• Always establish and insist upon safe methods and safe practices.</li> <li>• Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes.</li> <li>• Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.</li> </ul>
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#### Qualifications | Ngā Tohu Mātauranga

<b>Ideal</b>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> <li>• Site Safety (or prepared to acquire once employed)</li> <li>• IQP</li> <li>• Electrical Inspector</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• NZ Electrical Registration</li> <li>• NC L4 Electrical Engineering or trade qualified</li> <li>• Driver Licence Class 1</li> </ul>

#### Experience | Ngā Pukenga

<b>Ideal</b>	<ul style="list-style-type: none"> <li>• Experience in commercial, residential and construction environments.</li> <li>• Experience leading a team of technical people.</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Internal and External electrical maintenance including rewiring, new wiring, lighting.</li> <li>• OSH requirements and safe work ethic.</li> </ul>

## Key Relationships | Ngā Hononga Matua

<b>Internal</b>	<ul style="list-style-type: none"> <li>• All Citycare Property kaimahi including: <ul style="list-style-type: none"> <li>○ Chief Executive Officer.</li> <li>○ Executive Leadership Team.</li> <li>○ Delivery Manager</li> <li>○ Operations Manager</li> <li>○ Administrators</li> <li>○ Facilities Managers</li> </ul> </li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Specialist external consultancies and provider.</li> <li>• Customer – Christchurch International Airport and their tenants</li> <li>• Professional bodies.</li> <li>• Industry stakeholders.</li> <li>• Other miscellaneous stakeholders and supplier</li> </ul>

## Disclaimer | Te Whakakape

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

**Signed by the Employee:** .....

**Date:** .....

**Signed on behalf of Employer:** .....

**Date:** .....

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.