

## POSITION DESCRIPTION

<b>Position Title:</b>	Electrician		
<b>Reporting to:</b>	Electrical Supervisor		
<b>Direct reports:</b> <b>Indirect reports:</b>	0	<b>Location:</b>	Ōtautahi (Christchurch)
<b>Date created:</b>	1 November 2024	<b>Date last updated:</b>	4 February 2025

### 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**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). Of these kaimahi, 700 are employed within Citycare Property, with 200 employed within our subsidiary, Spencer Henshaw.

**Towards 2030** is Citycare Property’s strategy that defines the ideal future state or our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the “**High5**”. These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

### Primary Focus | Te Arotahi Matua

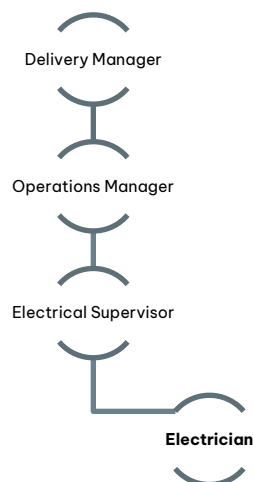
The Electrician will develop and lead the execution of

Focusses for the Electrician will include:

- Completing projects that are of high quality
- Carry out all work in a tradesperson like manner

Meeting the Company and contract requirements throughout the job

### Your Team | Tō Kapa



## Key Accountabilities | Ngā Kawenga Takohanga

<b>Contributing to the “Toward 2030” Strategy through the “High5” priorities</b>	<ul style="list-style-type: none"> <li>• Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities:               <ol style="list-style-type: none"> <li>1. We are for Social Infrastructure</li> <li>2. We are a Good Kiwi Company</li> <li>3. People and Their Safety are at the Heart of Everything We Do</li> <li>4. We deliver a World-Class Service</li> <li>5. We Build, Operate, Maintain, and Renew.</li> </ol> </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 and equipment</li> <li>• Report all hazards/incidents/near misses</li> <li>• Time sheet and job detail documentation</li> <li>• Other activities as requested by the job’s Foreman</li> </ul>
<b>Winning work</b>	<ul style="list-style-type: none"> <li>• Always act with the customer in mind</li> <li>• Positively Promote City Care</li> </ul>
<b>Excellence in Contract work</b>	<ul style="list-style-type: none"> <li>• Always use excellent quality workmanship</li> <li>• Follow out instructions, and assist other City Care 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 Mangers and others with regards to better ways to complete the job</li> <li>• Assist City Care staff when required with technical or practical advice in areas of expertise that the job holder has</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 to improve current contract performance and maximise the possibility of securing future profitable work</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>Organisational Citizenship</b>	<ul style="list-style-type: none"> <li>• Upholds and exemplifies Citycare Property’s Values every day.</li> <li>• Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations.</li> <li>• Participates in the implementation of sustainability and environment initiatives within the business.</li> <li>• Upholds and complies 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 changing requirements of the role.</li> <li>• Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience.</li> <li>• Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely, and supports the best interests of the business.</li> <li>• Establishes and maintains credibility and respect by building strong working relationships across the business.</li> <li>• Develops and supports colleagues, being quick to identify and problem solve any issues.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Any other duties of a similar type, as 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>

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

<b>All kaimahi are responsible for and required to:</b>	<ul style="list-style-type: none"> <li>• Be personally responsible for your 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 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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### 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>○ Delivery Manager</li> <li>○ Divisional Managers (BM, OSM, Sub-Contractors)</li> <li>○ Minor Capital Works Team</li> <li>○ Operational Staff</li> <li>○ Support function staff, including Finance, Administration, People.</li> <li>○ Other Divisional and Branch Staff as required.</li> </ul> </li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Specialist external consultancies and provider.</li> <li>• Professional bodies.</li> <li>• Industry stakeholders.</li> <li>• Other miscellaneous stakeholders and supplier</li> </ul>

## Qualifications | Ngā Tohu Mātauranga

<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>
<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>

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## Experience | Ngā Pukenga

<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>
<b>Ideal</b>	<ul style="list-style-type: none"><li>• Experience in commercial, residential and construction environments</li></ul>

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## Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

**Signed by Kaimahi (Employee):**

**Date:**

**Signed on behalf of the Employer:**

**Date:**

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## Disclaimer | Te Whakakape

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.