

Substation Asset Engineer

Position description

REPORTS TO: Technical Works Manager

LOCATION: Christchurch

FUNCTIONAL RELATIONSHIPS

Internal

- Substation Asset Manager
- Network Manager
- Network Programme Manager
- Works Delivery Manager
- Engineering Manager
- Asset Data Manager
- General Manager QHSE
- Operations Manager
- Network Planning and Lifecycle teams
- All Orion employees

External

- Customers
- Contractors
- Local authority staff

OVERALL OBJECTIVE

- Responsibilities include project management of projects with significant substation technical emphasis
- Provide the first point of call for substation emergency works including outside of normal hours as required
- Assist the Technical Works Manager with maintenance and replacement programme priorities for all zone, network and distribution substations, which includes structures, switchgear, transformers, scada, ripple and protection equipment
- Coordinate substation extensions to the network with the replacement programme to achieve a high level of security while optimising investment
- Have all construction and maintenance work on network substation assets performed by contract and provide input to contractor performance
- Implement substation maintenance practices to reflect technology improvements with the objective of minimising lifecycle costs and maximising reliability
- A focus on continuous improvement and excellent customer service.

Date: _____

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On behalf of Company

Date: _____

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PRINCIPAL ACCOUNTABILITIES

Team

- Contribute to the range of activities undertaken in the wider Works Delivery team, fully committed to achieving organisation goals
- Contribute to and encourage an environment that allows the team to lead and achieve
- Contribute to and encourage a customer-focused team culture
- Support and back-up other members of the Works Delivery team to meet specific project deadlines
- Seek out opportunities to lift the focus on customer's needs and provide insights on the customer perspective throughout Orion.

Leadership

- Consistently role model Orion's vision and values and associated behaviours.
- Provide input that supports continuous learning and improvement across Orion as a whole.

Safety

Set an example for safety leadership by considering personal safety, the safety of colleagues, public safety, environmental and business risks before acting:

- Show a commitment to and comply with Orion's health and safety policies, systems and procedures
- Take all practicable steps to ensure own safety and no cause of harm to others by action or inaction
- Follow all required safety procedures and utilise applicable personal protective equipment
- Identify and report hazards and apply appropriate hazard control measures
- Report all work related accidents, incidents, near misses and illnesses
- Report faulty facilities, plant and equipment immediately.

Technical

- Manage contract works as applicable and coordinate with Engineering, Asset Management and Operations to ensure successful outcomes
- Inspect and / or test substation grounds, buildings, structures and equipment by contract to determine maintenance priorities
- Commission surveys, testing and inspections to minimise asset failure and ensure compliance with regulations and codes of practice
- Prepare suitable specifications for substation maintenance and replacement contracts
- Plan work and coordinate timing with the Network Planning, Lifecycle and Network Operations teams

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- Monitor, update and report costs and project data
- Assist in the formulation and coordination of the Asset Management Plan, Annual Substation Maintenance Plan and budget
- Arrange urgent maintenance work when required
- Coordinate the analysis of technical data and act on this information to minimise the risk of loss of supply to customers
- Arrange diagrams for H.V. owner substations identifying point of ownership change
- Coordinate and update asset management equipment data
- Assist in the development and maintenance of computerised databases to record, refine and target essential work
- Assist with update of the asset valuation requirements to meet regulatory disclosure requirements
- Assist in identifying, specifying and maintaining an appropriate level of substation spares
- Carry out material procurement of long lead time items to ensure minimal interruption to projects
- Assist in analysis of technical data and act on this information to minimize the risk of loss of supply to customers
- Flexibility to make decisions within delegated authority to carry out maintenance and construction works
- Any other duties as and when required by the Technical Works Manager.

DELEGATED AUTHORITY

Financial: \$50,000 operating expenditure
 \$100,000 capital expenditure
 \$150,000 Approval of Invoices in accordance with approved contracts

People: Nil

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PERSON SPECIFICATION

Qualifications and experience

- B.E., N.Z.C.E. Electrical or similar level of education required
- A comprehensive background in all aspects of substation construction and equipment maintenance, and testing is required.

Knowledge, skills and abilities

- Excellent project management skills
- Ability to build strong internal and external relationships
- Extensive knowledge in the application of the Supply Regulations, Health and Safety in Employment Act and Resource Management Act
- Good written and verbal communications skills
- Good computer skills particularly with database and project management.

Personal attributes

- Well organized and recognizes the value of planning
- Ability to demonstrate professionalism
- Positive attitude showing initiative and self-motivation
- Practical and methodical approach to work, focusing on effective solutions and outcomes for all concerned
- Real desire to learn, innovate and knowledge share
- Team player, with a strong desire to work with and mentor others
- Excellent negotiation and influencing skills
- Adaptable and able to maintain a positive approach to changing environments.

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