

Job Description – JDNM0906

- 1. Position:** Manager Network
2. Company: Te Aponga Uira
3. Functional Responsibility: Chief Executive Officer (CEO)
4. Immediate Subordinates: FSM (Supervisor Maintenance/Operations), Electrical Eng.
5. Qualifications:
Management qualification and experience, including people and customers relationships, in managing an electrical distribution system
Qualification and experience in electrical engineering

- 6. Overall Responsibilities:**
The management of the development, maintenance and operations of the distribution system in an effective and efficient manner

7. Duties: Development

- Continuously monitor growth and demand so that plans are developed for the upgrade and expansion of the distribution system on a timely basis
- Continuously monitor the performance of the distribution system and make recommendations to enhance it – system losses, billing losses, equipment efficiency, customer services delivery etc
- Assist with the development of business case for capital projects
- Oversee the implementation of development projects associated with the distribution system
- Ensure that effective planning is in place so that accurate budgeting and work plan can be developed
- Ensure the development and maintenance of strategies to improve the effectiveness and efficiency of the operation – system losses, billing losses, equipment efficiency, customer services delivery, buildings etc
- Ensure the development and maintenance of strategies so that supply requirements are able to be met under emergency and generation shortage situations
- Ensure all extensions, improvements and new works are investigated for cost-effectiveness and that appropriate approval has been obtained
- Ensure new connections are made in accordance with established procedures and are correctly charged
- Where extensions to the network are required, ensure they are designed in the most cost-effective manner and that the charge is in accordance with the capital contribution policy

Maintenance

- Ensure that forward planning is in place at all times for all work, foreseen or unforeseen
- Ensure the development and maintenance of strategies for the preventative and periodic maintenance of the equipment and plant
- Ensure that spare parts, materials and consumables that are required are procured on a cost effective basis
- Ensure that all maintenance work is implemented according to standards and requirements
- Ensure that work is planned on a long-term and short-term basis
- Ensure that the maintenance (implementation of the maintenance plans) of the system is carried out effectively and on a timely basis and

Operation

- Ensure that proper and accurate recording for maintenance and repair of all equipment is maintained at all times
- Ensure that technical reports for maintenance and repair work is prepared and completed on a timely basis

- Ensure that the operation and scheduling of the equipment and plant is at the optimum level of reliability and economic viability
- Ensure that all faults, including the preparations of reports are effectively carried out
- Ensure that the causes of faults are identified and that appropriate action is taken to reduce or avoid the recurrence of similar faults
- Ensure appropriate statistics are recorded for all equipment - substations, transformers, lines, poles etc, including street lighting
- Ensure that adequate record is made of operational and performance data for the entire (generation, distribution, billing and customer services) system - reconciliation of units produced and units sold and line losses, commentary on any outages and production hours lost, commentary on any plant failures progress report on planned maintenance etc
- Ensure that customer meters are adequately tested, maintained at all times
- Ensure that meters are correctly installed, and the operating regularly monitored
- Ensure that information regarding meters installed, connected, recovered and disconnected is properly recorded
- Ensure that customers' queries and requests are attended to and resolved efficiently and effectively
- Ensure that drawings and records of the entire system (generation and distribution) are maintained at all times to ensure it is up to date at all times
- Ensure that stores system are maintained properly to ensure that all materials and equipment procured, received, used and disposed of are adequately reconciled

Management

- Prepare management reports for the distribution station on a monthly basis, quarterly report and annual report as required
- Ensure work teams are organised so that all staff are effectively employed and work is completed efficiently and promptly.
- Ensure that approved budget for the Network is effectively managed
- Manage cost of operation and adopt measures to ensure that expenditure is necessary and justified
- Provide engineering and management support for the generation system
- Provide engineering oversight to the investigation of all plant failures on the generation system
- Ensure that procedures are in place for the correct operation of all plant, including procedures to cover all fault conditions on the system
- Ensure these procedures are monitored so that they are carried out correctly.
- Ensure effective management of staff in order to improve productivity
- Ensure that training program for staff is implemented and updated to ensure that value to both staff and TAU is enhanced
- Provide training for immediate subordinates to ensure back up support for key positions
- Ensure that safety requirements pertaining to the distribution system are implemented
- Ensure that directions and instructions required from management are explained to staff and implemented
- Ensure that the CEO is advised or made aware of significant issues on a timely basis
- Other tasks as required by the CEO

8. Conditions:

A 2 year contract will be initially offered to the successful applicant.
An attractive package will be negotiated with the successful applicant.