



Role	LINE MECHANIC
Date	June 2022
Purpose	To complete all electrical installation, maintenance and testing work to highest standards of safety, quality and service To ensure all installation and testing work is carried out profitably and all relevant documentation is completed accurately and on time To work safely without presenting a direct threat to self, peers and the public
Reports to	Supervisor
Internal and External Contacts	Internal <ul style="list-style-type: none">▪ Manager▪ Supervisor▪ Site Manager▪ Co-ordinator External <ul style="list-style-type: none">▪ Customers▪ Suppliers▪ Contractors



1 Key Result Areas

Key Result Area	Accountabilities	Outcomes
Installation Maintenance and Testing of Electrical Distribution Systems and Street Lighting	<ul style="list-style-type: none"> ▪ Carry out all installations and testing using correct equipment ▪ Complete installation and testing to required time frames ▪ Ensure each job is carried out to the highest quality and standard ▪ Liaise with Supervisor or Site Manager to ensure management of work ▪ When required, request assistance in installation and testing from Supervisor or Site Manager ▪ Liaise with all relevant personnel on all aspects of installation and testing ▪ Complete all relevant documentation relating to projects as and when required ▪ Complete all relevant maintenance documentation as and when required including electronic database upkeep 	<ul style="list-style-type: none"> ▪ All installations carried out in an efficient, safe and approved manner ▪ Downtime due to injuries continues to reduce ▪ All installations tested and in required working condition ▪ Maintain or improve turnaround time of installations and testing where possible ▪ Installed appliances working to manufacturers specifications and customers required standard ▪ All documentation completed accurately and on time ▪ Electronic systems updated accurately and on time
Customer Service	<ul style="list-style-type: none"> ▪ Listen to customers and evaluate their needs accordingly ▪ Respond promptly to all customer queries ▪ Develop strong relationship with customers and in-depth knowledge of their requirements ▪ Deal effectively with customer complaints and queries 	<ul style="list-style-type: none"> ▪ Commitments to customers are met 100% of the time and feedback is positive ▪ Customer queries are dealt with immediately and satisfactorily ▪ Customer complaints kept to required minimum ▪ Positive satisfaction signoffs on conclusion of all customer complaints
Apprentice Training	<ul style="list-style-type: none"> ▪ Provide input into assessing apprentice's training needs and ensuring appropriate training takes place ▪ Monitor, evaluate and discuss performance with relevant McKay personnel ▪ Ensure supervision guidelines are followed when overseeing apprentice training 	<ul style="list-style-type: none"> ▪ Apprentices are quickly performing at a consistently high level ▪ Apprentices work in safe environment within limits of their capability



Key Result Area	Accountabilities	Outcomes
Health & Safety	<ul style="list-style-type: none"> Ensure full understanding of McKay safety policies and objectives and request advice or opinion when required 	<ul style="list-style-type: none"> All work completed in an efficient, safe and approved manner
Team membership	<ul style="list-style-type: none"> Participate as a member of the marine manufacturing team and in the wider McKay organisation 	<ul style="list-style-type: none"> Perceived as being an active and committed team member of McKay Electrical
Other duties	<ul style="list-style-type: none"> Undertake such other duties as the company may reasonably require 	

3 Competencies

Competency	Level
Technical Knowledge	High level technical knowledge in own area and confident in use of electronic systems used in day to day work. Mentors others and recognises potential problems. Implements technical initiatives and contributes to technical planning. Actively participates in training and knowledge sharing sessions.
Communicating Upwards	Able to communicate confidently to one level up within the organisation
Planning and Organising	Able to plan work tasks and priorities for self and others. Efficient and productive use of time to achieve objectives
Written Communication	Basic written communication skills including ability to write simple correspondence competently
Customer Orientation	Is active in ensuring the customer's stated needs are met and satisfied
Relationship Building	Interacts confidently with others, builds strong relationships through mutual respect, questioning and listening skills
Responsibility/ Accountability	Highly committed to work area's responsibilities and ensures all work is completed to a high standard and on time, irrespective of problems or issues
Attention to Detail	Is detail focused and ensures own and others' work is checked, accurate and to a high quality standard
Developing Others	Provides task related and wider learning opportunities for apprentices and facilitates the attainment of new skills by strong feedback and coaching



3 Qualifications, Knowledge and Skills

Qualifications	Electrical or Line Mechanic Apprenticeship OR Line Mechanic Registration and Practicing License
Knowledge/ Experience	2 -4 years in field
Skills (including Technology)	Health and Safety Current New Zealand Driving License Class 1 & 2 Elevated Work Platform certificate Transit Certified - Traffic Controller (TC) minimum OR Level 1 Supervisor of Traffic Management Systems (STMS) Level 1

4 Annual Objectives

H&S	Assist in the company H&S objectives Achieve Nil LTIs Provide pro active feedback to H&S committee
Maintenance	Maintain current practicing license Maintain current drivers license Maintain Transit qualification Maintain and improve company assets and personal tools
Growth & Development	Identify areas of weakness and develop strategy for improvement
Work Load	Consistently achieve budgeted hours to jobs Achieve contract requirements (response times, reporting tec)