



# POSITION DESCRIPTION



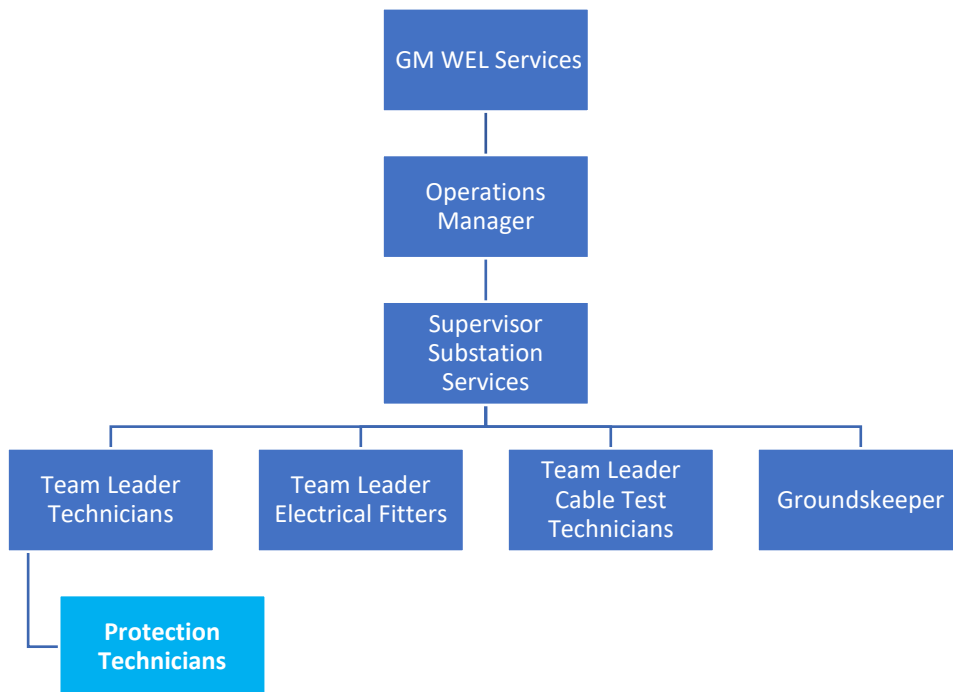
<b>Position title:</b>	<b>Protection Technician</b>		
<b>Reports to:</b>	Supervisor Substation Services		
<b>Group:</b>	WEL Services	<b>Unit:</b>	Substation Services
<b>Revision:</b>	4/2024	<b>Date:</b>	16 April 2024

## Purpose

To support the performance and reliability of WEL's distribution network by providing technical service support for repairs, maintenance, and construction, in particular of substations and protection systems.

This role includes the maintaining and testing relays and protection schemes, along with commissioning brand new schemes as part of capital works.

## Reporting Structure



## Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<p><b>To support network integrity and performance</b></p>	<ul style="list-style-type: none"> <li>• Assess safety and functionality of secondary systems and schemes</li> <li>• Analyse, design, modify and apply network protection settings</li> <li>• Protection panel installation, wiring and commissioning</li> <li>• Testing and commissioning of remote connected equipment</li> <li>• Maintaining signal injection plants and protection relays</li> </ul>	<ul style="list-style-type: none"> <li>• Quality, cost and efficiency measures</li> <li>• Compliance with all WEL policies, procedures, work method statements and standards</li> <li>• The environment is not placed at risk and applicable environmental legislation and bylaws are complied with</li> <li>• Safe working practices</li> </ul>
<p><b>To respond to and repair network faults</b></p>	<ul style="list-style-type: none"> <li>• Participate in a 24hr callout roster for 24hr fault response and repair</li> <li>• Fault find using instruments and diagnostic tools to repair network outages</li> <li>• Liaise with the control centre, NMS Team, engineering, dispatch and operations staff</li> <li>• Understand Hazards related to non-standard conditions and react and advise accordingly</li> <li>• Perform high and low voltage switching</li> </ul>	<ul style="list-style-type: none"> <li>• Response time and efficiency measures</li> <li>• Customer feedback</li> </ul>

<b>Develop and assist Engineering and other technical teams</b>	<ul style="list-style-type: none"> <li>• Assist with As building drawings</li> <li>• Assist engineering with design of settings/SCADA mapping</li> <li>• Programming setting files</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and functionality of input</li> <li>• Timeliness</li> </ul>
<b>To contribute to overall performance and development of the unit</b>	<ul style="list-style-type: none"> <li>• Plan and co-ordinate site activities</li> <li>• Maintain and operate company vehicles, materials and plant</li> <li>• Liaise with other utilities/ authorities</li> <li>• Work with and instruct Trainees</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with policies and procedures</li> <li>• Progress and development of trainees</li> <li>• Knowledge shared with team members</li> </ul>
<b>To assist in maintaining the data credibility of the network</b>	<ul style="list-style-type: none"> <li>• Complete all relevant data information processing, including GIS Asbuilts</li> <li>• Commissioning documentation and test reporting to standard and on time</li> </ul>	<ul style="list-style-type: none"> <li>• All information recorded is accurate and up to date</li> <li>• Reporting at a high standard</li> </ul>
<b>To contribute to the continuous improvement of asset management</b>	<ul style="list-style-type: none"> <li>• While contributing to the design, planning, installation, maintenance, operation, servicing, renewal, and disposal of WEL's permanently connected Network Assets and Network Management Systems:             <ul style="list-style-type: none"> <li>○ Participate in Asset Management activities that align to the Asset Management Policy</li> <li>○ Contribute to the achievement of WEL's Asset Management Objectives (as detailed in the Strategic Asset Management Plan (SAMP))</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Active support for objectives and outcomes as detailed is evidenced</li> <li>• WEL demonstrates excellence in asset management through retention of ISO 55001 Asset Management Standard certification</li> </ul>

	<ul style="list-style-type: none"> <li>• Support Asset Management assurance initiatives</li> </ul>	
<b>To participate and contribute to projects</b>	<ul style="list-style-type: none"> <li>• Undertake special projects for WEL when required</li> <li>• Undertake continuous improvement projects as and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of agreed project measures</li> </ul>
<b>Targeting “Best in Safety”</b>	<ul style="list-style-type: none"> <li>• Promotion of good safety management practices</li> <li>• Participation in safety and wellness activities</li> <li>• Being a safety leader</li> </ul>	<ul style="list-style-type: none"> <li>• WEL’s health and safety policies and procedures are adhered to at all times</li> </ul>
<b>To work in and promote a ‘Best in Service’ attitude to all endeavours</b>	<ul style="list-style-type: none"> <li>• Engage within the business and with community / external stakeholders in a way that supports ‘Best in Service’, always</li> </ul>	<ul style="list-style-type: none"> <li>• WEL’s reputation is enhanced in the community</li> <li>• You are known for your excellent customer service</li> </ul>

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

## Person Specification

<b>Qualifications</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>Registered Electrician</li> <li>Technical Certificate / NZCE or equivalent</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>Engineering degree or equivalent</li> <li>Omicron Training</li> <li>SEL and DIGSI training</li> </ul>
<b>Experience</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>A minimum of 3 years post qualifying experience that include the development of the ability to: <ul style="list-style-type: none"> <li>Apply appropriate technology and methods including SCADA control, PLC programming and Communications</li> <li>Analyse data using current computer software</li> <li>Demonstrate knowledge of electrical theory and power systems protection</li> </ul> </li> <li>Work alone in a safe and efficient manner</li> <li>Demonstrate knowledge of industry safety and electrical safety statutory requirements</li> <li>Testing and commissioning of Primary equipment</li> <li>Testing and commissioning of secondary equipment</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>Knowledge of WEL's network</li> <li>Noamps procedures</li> <li>SEL, Omicron, Nulec, Siemens, Noja, RegD, coopers experience</li> <li>SCADA</li> </ul>
<b>Role Specific Competencies</b>	<ul style="list-style-type: none"> <li>An "every day home safe" attitude.</li> <li>Have expertise in the safe use of plant and machinery in both electrical and non-electrical environments.</li> <li>The confidence and ability to work alone, safely and efficiently.</li> <li>The ability to solve problems, make decisions and if unsure, to ask for help.</li> <li>An ability to instruct or assist trainees.</li> <li>Strive for high quality, productivity and continuous improvement.</li> <li>A high customer focus and professionalism.</li> </ul>	

	<ul style="list-style-type: none"><li>• The ability to positively respond to and manage stress.</li><li>• Sound risk based decision making skills.</li><li>• High level of communication skills.</li></ul>
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## Our Purpose

Enabling our *communities to thrive*

## Our Vision

To create and support an *innovative and sustainable energy future*

## Best in Service

So we have the *trust of our community*



## Best in Safety

Every Day - *Home Safe*



## Our Values



**Agile**

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



**Build the business**

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



**Care for each other, the customer and our assets**

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



**Do the right thing**

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



**Every Day - Home Safe**

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.