



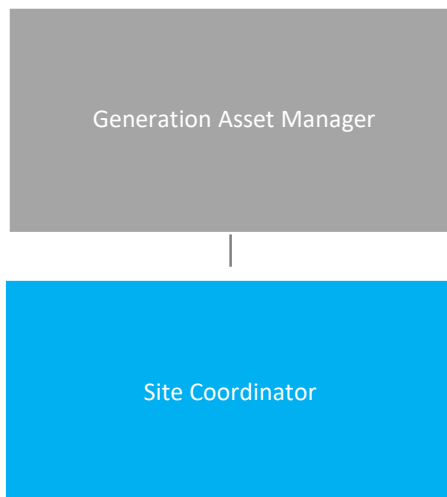
POSITION DESCRIPTION

Position title:	Site Custodian - New Plymouth Solar		
Reports to:	Generation Asset Manager		
Group:	NewPower Energy	NewPower Energy Services Limited (NESL)	
Revision (m/y):	8/2025	Date:	30 September 2025

PURPOSE

1. To provide solar maintenance, repairs and fault response services, optimising generation output.
2. To support the reliability of Solar assets by providing asset inspection and maintenance services to mechanical equipment and site facilities.
3. To coordinate site work and optimising subcontractor resource.

REPORTING STRUCTURE



RESOURCE ACCOUNTABILITIES

Staff Numbers	Nil
Operating Budget	Nil
Capital Budget	Nil
Expense Authority	Nil



PERFORMANCE OUTPUTS

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
NESL Values	At all aspects of work, seeks to uphold, deliver on, and improves on the Companies values; <ul style="list-style-type: none">• <i>In it together</i>• <i>Innovation</i>• <i>Passion</i>• <i>Tenacity</i>	<ul style="list-style-type: none">• Demonstrate NESL's core Values
To maintain solar assets and site appearance	<ul style="list-style-type: none">• Perform preventative and corrective maintenance, and routine inspections.• Fault-find and remediate defects.• Use technology and data analytics (including SCADA) in optimising asset performance.• Monitor / inspect site facilities and grounds to ensure security, signage and aesthetics are maintained.	<ul style="list-style-type: none">• Safety is paramount and shall be second to none. In all activities undertaken, safety shall not be compromised. All works shall be carried out in a safe and efficient manner. Safety is the number one priority.• Produce quality work, in a productive, efficient manner.• Compliance with all NewPower policies, procedures, work method statements and standards.• The environment is not placed at risk and applicable environmental legislation and bylaws are complied with.
To undertake relevant testing and reporting of solar assets / components	<ul style="list-style-type: none">• Undertake relevant tests to determine condition of the asset.• Use calibrated equipment to verify asset installations (such as bolt torquing).	

NewPower

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> • Use instrumentation and diagnose the results (for example pile verification). 	<ul style="list-style-type: none"> • All responses are carried out in a timely and efficient manner • Feedback from stakeholders is positive.
To collect, record, report and maintain asset condition data on solar assets	<ul style="list-style-type: none"> • Undertake inspections and record the condition of assets. • Enter data into a laptop/iPad or recording sheets utilising Mainpac (Mainpac mobility) • Take relevant photos of assets and record locations. • Raise work requests for observed defects. • Complete all relevant data information processing, including input into asset management systems. 	<ul style="list-style-type: none"> • Compliance with policies and procedures. • Technical information is readily available from equipment suppliers and manufactures.
To respond to and repair solar faults	<ul style="list-style-type: none"> • Fault find and reactively repair solar and BESS assets. • Liaise with the third party / connected party operatives. 	<ul style="list-style-type: none"> • All responses are carried out in a timely and efficient manner, meeting pre-determined fault response targets. • Feedback from stakeholders is positive.
To contribute to overall performance and development of the team	<ul style="list-style-type: none"> • Plan and co-ordinate work activities. • Maintain and operate company vehicles, materials and plant (including arranging calibration). • Liaise with other third and connected parties. • Liaise with equipment suppliers and manufacturers. 	<ul style="list-style-type: none"> • Cohesive unit with excellent team spirit. • Minimal plant and equipment down time. • Team productivity is optimised. • Excellent feedback from the customer, visitors to site and specialist contractors.

NewPower

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> • Liaise with and provide assistance to specialist contractors, where necessary. • Provide site inductions and accompany visitors / stakeholders on site. • Be prepared to readily undertake non-electrical / electrical fitting tasks. Liaise with and provide assistance to specialist contractors where necessary • Provide site inductions and accompany visitors / stakeholders on site. 	
To maintain the data credibility of the solar assets	<ul style="list-style-type: none"> • Complete all relevant data information processing, including input into asset management systems. 	<ul style="list-style-type: none"> • Compliance with policies and procedures. • Technical information is readily available from equipment suppliers and manufactures.
To contribute to overall performance and development of the team	<ul style="list-style-type: none"> • Maintain and operate company vehicles, materials and plant (including arranging calibration). • Work with team members. • Be prepared to readily assist competent electrical workers (e.g. lifting / positioning assets). 	<ul style="list-style-type: none"> • Cohesive unit with excellent team spirit.

NewPower

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
To participate in projects and provide cross-company support	<ul style="list-style-type: none"> NewPower is a small company and relies upon individuals to provide their skills outside of their "BAU", to: <ul style="list-style-type: none"> collaborate and assist with others across the Company; undertake special projects for NewPower when required; and undertake continuous improvement projects as and when required. 	<ul style="list-style-type: none"> Company success measures. Achievement of agreed project measures.
Health and Safety	<ul style="list-style-type: none"> Ensure company policies are followed throughout a project's life. Report all accidents, incidents and near-misses and assist in any accident or incident investigations. Ensure the safety and health of employees and non-employees in the workplace. Identify, record and manage all known significant hazards. Be an active participant in the organisations Health and Safety practices. Contribute to the Health and Safety culture within the organisation. 	<ul style="list-style-type: none"> Strong "safety" culture within the team. NewPower's health and safety policies and procedures are adhered to always. Safety of other staff members and general public a key focus at all times.

NewPower

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> As requested, to help with audits of sites to monitor compliance to NewPower / potential client H&S requirements. 	
Engagement with others	<ul style="list-style-type: none"> Engage within the business and with community / external stakeholders in a way that supports NewPower and its goals. 	<ul style="list-style-type: none"> Internal relationships are sound. NewPower's reputation is enhanced in the community.

Employees are expected to carry out such other duties and responsibilities as may be requested from time to time by their manager which are generally consistent with the objectives of the position.

PERSON SPECIFICATION

Qualifications	Essential	<ul style="list-style-type: none"> Literacy and numeracy to level of NCEA Level 1
	Desirable	<ul style="list-style-type: none"> Trade or related qualification (or progressing towards)
Experience	Essential	<ul style="list-style-type: none"> General, electrical and/or mechanical labourer experience Proficiency in the use of hand tools, torque equipment, and diagnostic instruments. Able to work alone in a safe and efficient manner Knowledge of industry safety requirements Mechanical aptitude Basic computer skills Able to coordinate daily site work
	Desirable	<ul style="list-style-type: none"> Knowledge of solar farm equipment and operations Trade qualification in mechanical, fabrication, or related field (or equivalent experience). Experience with large-scale solar PV, power generation, or industrial mechanical systems. Ability to read and interpret technical drawings and specifications.

ROLE SPECIFIC COMPETENCIES

Integrity	<ul style="list-style-type: none"> Demonstrates consistently high integrity, professionalism and business ethics.
Critical thinker	<ul style="list-style-type: none"> Ability to gather a wide range of information, comprehend and provide insight.

Problem solving	<ul style="list-style-type: none"> Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information.
Achievement focused	<ul style="list-style-type: none"> Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action.
Communication	<ul style="list-style-type: none"> Speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and concise manner, using appropriate grammar, style and language for the reader.
Decision making and critical thinking	<ul style="list-style-type: none"> Possesses well developed judgement that enables the effective evaluation of issues and decisions to be made, even with the absence of full information.
Influencing and negotiating	<ul style="list-style-type: none"> Reads situations, articulates points of view, builds trust, and develops relationships that enable positive influencing of people at all levels.
Commercial awareness	<ul style="list-style-type: none"> Understands and applies commercial and financial principles. Views issues in terms of revenue, costs, profits, markets and added value.
Flexibility	<ul style="list-style-type: none"> Successfully adapts to changing demands and conditions.
Teamwork	<ul style="list-style-type: none"> Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others.
Leadership	<ul style="list-style-type: none"> Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships.
Negotiating	<ul style="list-style-type: none"> Negotiates skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.