

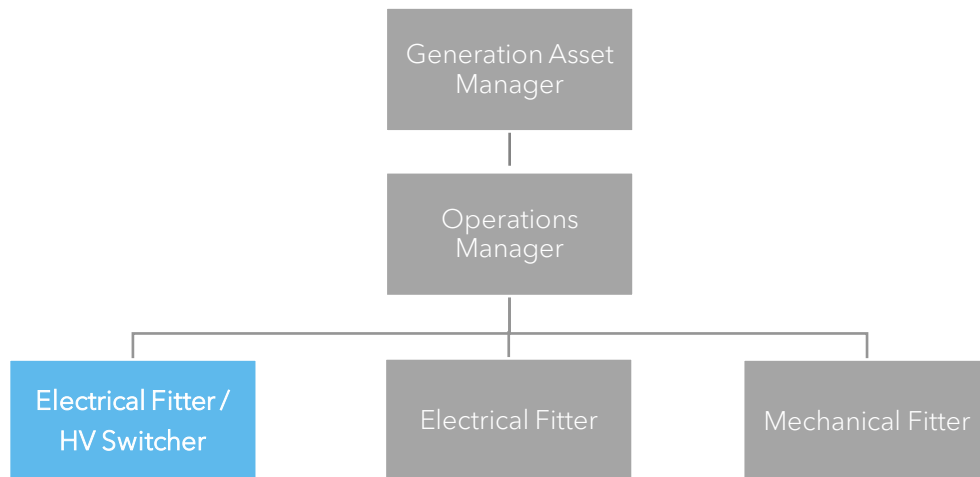
POSITION DESCRIPTION

Position title:	Electrical Fitter / HV Switcher		
Reports to:	Operations Manager		
Group:	NewPower Energy Limited	NewPower Energy Services Limited (NESL)	
Revision (m/y):	10/2026	Date:	22 October 2026

PURPOSE

1. To provide solar and Battery Energy Storage Systems (BESS) maintenance, repairs and fault response services, optimising generation output.
2. To support the reliability of solar and BESS assets by providing asset inspection and maintenance services to high / low voltage primarily equipment (non-intrusive), inverters, combiner boxes, tracker control units, photo voltaic modules and secondary / associated systems including SCADA.
3. To undertake authorised HV and LV switching in accordance with approved switching plans, procedures and operational requirements.

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)
NewPower Group Values	In all aspects of work seek to uphold and deliver to the Group Values: • <i>In it together</i> • <i>Innovation</i> • <i>Passion</i> • <i>Tenacity</i>	• Work within and model the Group Values with intention and consistency.
To maintain solar and BESS assets	• Perform preventative and corrective maintenance, and routine inspections. • Fault-find and remediate defects. • Use technology and data analytics (including SCADA) in optimising asset performance. • Interrogate equipment using diagnostic instrumentation and apply analytics to determine issues. • Undertaking Prescribed electrical work as needed	• 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. The safety of employees, customers, sub-contractors and the public is the number one priority. • To provide a high-quality service, in a productive, efficient manner. • Compliance with all NewPower policies, procedures, work method statements and standards.
To collect, record and report asset condition data on solar and BESS assets	• 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.	

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	Produce asset condition data and reporting	- The environment is not placed at risk and applicable environmental legislation and bylaws are complied with. - All responses are carried out in a timely and efficient manner. - Feedback from stakeholders is positive.
To undertake relevant testing and reporting of solar and BESS assets/ components	- Undertake relevant tests to determine condition of the asset. - Use instrumentation and diagnose the results.	
To conduct switching operations on solar and BESS	Undertake HV and LV switching in accordance with approved switching plans, authorisations and site procedures, including completing risk assessments, coordinating with affected parties, verifying equipment status and isolations, recording switching actions, and safely returning plant to service.	Switching is carried out safely, accurately and efficiently.
To respond to and repair solar and BESS faults	- Be available to participate in a 24hr callout roster for 24hr fault response and repair. - Fault find and reactively repair solar farm and BESS assets. - Liaise with the control centre / third party / connected party operatives. - Use appropriate technology (including SCADA). - Use diagnostic instrumentation and apply analytics to determine issues.	- All responses are carried out in a timely and efficient manner, meeting pre-determined fault response targets. - Feedback from stakeholders / customer is positive.

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
To contribute to overall performance and development of the team	• 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. • 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.	• 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.
To assist in maintaining the data credibility of the solar and BESS	• Complete all relevant data information processing, including input into asset management systems. • Markup drawings As-builts for re-draughting	• Compliance with policies and procedures. • Technical information is readily available from equipment suppliers and manufactures.
To participate in projects and provide cross-company support	• NewPower is a small company and relies upon individuals to provide their skills outside of their "BAU", to: ◦ collaborate and assist with others across the Company; ◦ undertake special projects for NewPower when required; and	• Company success measures. • Achievement of agreed project measures.

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	o undertake continuous improvement projects as and when required.	
Health and Safety	• 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. • As requested, to help with audits of sites to monitor compliance to NewPower / potential client H&S requirements.	• 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.
Engagement with others	• Engage within the business and with community / external stakeholders in a way that supports NewPower and its goals.	• 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	- Registered Electrician with current practising certificate either - National Certificate in Electrical Engineering – Electrician for Registration (Level 4) or - National Certificate in Electricity Supply – Electrician (Level 4) - Current competency, and proven experience in HV switching and operating
	Desirable	
Experience	Essential	- Industrial or commercial electrical experience - Electrical industry knowledge - Able to work alone in a safe and efficient manner - Knowledge of industry safety requirements - Relevant electrical trade competencies - Electrical safety statutory requirements - Basic computer skills
	Desirable	Knowledge of solar and BESS equipment and operations

ROLE SPECIFIC COMPETENCIES

Integrity	Demonstrates consistently high integrity, professionalism and business ethics.
Critical thinker	Ability to gather a wide range of information, comprehend and provide insight.

Problem solving	Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information.
Achievement focused	Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action.
Communication	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	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	Reads situations, articulates points of view, builds trust, and develops relationships that enable positive influencing of people at all levels.
Flexibility	Successfully adapts to changing demands and conditions.
Teamwork	Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others.
Leadership	Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships.
Negotiating	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.