

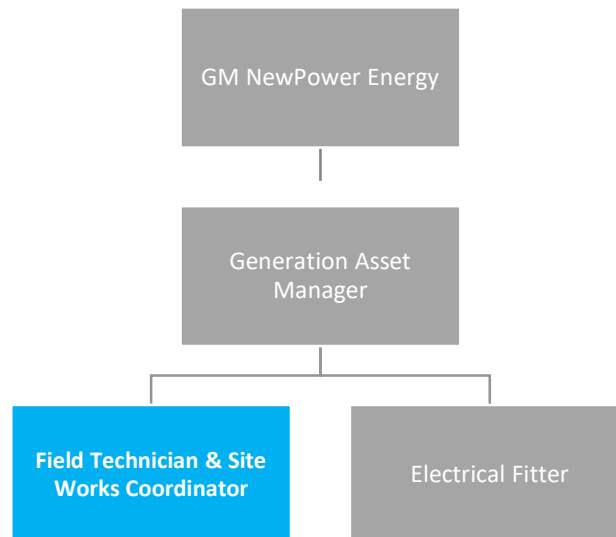
## POSITION DESCRIPTION

Position title:	Field Technician & Site Works Coordinator		
Reports to:	Generation Asset Manager		
Group:	NewPower Energy	NewPower Energy Services Limited (NESL)	
Revision (m/y):	4/2024	Date:	16 June 2025

### PURPOSE

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

### REPORTING STRUCTURE



### RESOURCE ACCOUNTABILITIES

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



## 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"> <li>• <i>In it together</i></li> <li>• <i>Innovation</i></li> <li>• <i>Passion</i></li> <li>• <i>Tenacity</i></li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate NESL's core Values</li> </ul>
To maintain solar farm assets and site appearance	<ul style="list-style-type: none"> <li>• Perform preventative and corrective maintenance, and routine inspections.</li> <li>• Fault-find and remediate defects.</li> <li>• Use technology and data analytics (including SCADA) in optimising asset performance.</li> <li>• Monitor / inspect site facilities and grounds to ensure security, signage and aesthetics are maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Produce quality work, in a productive, efficient manner.</li> <li>• Compliance with all NewPower 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> </ul>
To undertake relevant testing and reporting of solar farm assets / components	<ul style="list-style-type: none"> <li>• Undertake relevant tests to determine condition of the asset.</li> <li>• Use calibrated equipment to verify asset installations (such as bolt torquing).</li> </ul>	

# NewPower

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> <li>Use instrumentation and diagnose the results (for example pile verification).</li> </ul>	<ul style="list-style-type: none"> <li>All responses are carried out in a timely and efficient manner.</li> <li>Feedback from clients is positive.</li> </ul>
<b>To collect, record, report and maintain asset condition data on solar farm assets</b>	<ul style="list-style-type: none"> <li>Undertake inspections and record the condition of assets.</li> <li>Enter data into a laptop/iPad or recording sheets.</li> <li>Take relevant photos of assets, and record locations.</li> <li>Raise work requests for observed defects.</li> <li>Complete all relevant data information processing, including input into asset management systems.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with policies and procedures.</li> <li>Technical information is readily available from equipment suppliers and manufactures.</li> </ul>
<b>To respond to and repair solar farm faults</b>	<ul style="list-style-type: none"> <li>Fault find and reactively repair solar farm assets.</li> <li>Liaise with the third party / connected party operatives.</li> </ul>	<ul style="list-style-type: none"> <li>All responses are carried out in a timely and efficient manner, meeting pre-determined fault response targets.</li> <li>Feedback from clients is positive.</li> </ul>
<b>To manage site activities</b>	<ul style="list-style-type: none"> <li>Plan, coordinate and execute site activities.</li> <li>Prepare site activities schedule.</li> <li>Liaise with third and connected parties.</li> <li>Liaise with equipment suppliers and manufacturers.</li> <li>Liaise with and provide assistance to specialist contractors where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Minimal plant and equipment down time.</li> <li>Excellent feedback from visitors to site and specialist contractors.</li> </ul>

# NewPower

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> <li>Provide site inductions and accompany visitors / clients on site.</li> </ul>	
To maintain the data credibility of the solar farm	<ul style="list-style-type: none"> <li>Complete all relevant data information processing, including input into asset management systems.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with policies and procedures.</li> <li>Technical information is readily available from equipment suppliers and manufactures.</li> </ul>
To contribute to overall performance and development of the team	<ul style="list-style-type: none"> <li>Maintain and operate company vehicles, materials and plant (including arranging calibration).</li> <li>Work with team members.</li> <li>Be prepared to readily assist competent electrical workers (e.g. lifting / positioning assets).</li> </ul>	<ul style="list-style-type: none"> <li>Cohesive unit with excellent team spirit.</li> </ul>
To participate in projects and provide cross-company support	<ul style="list-style-type: none"> <li>NewPower is a small company and relies upon individuals to provide their skills outside of their "BAU", to:               <ul style="list-style-type: none"> <li>collaborate and assist with others across the Company;</li> <li>undertake special projects for NewPower when required; and</li> <li>undertake continuous improvement projects as and when required.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Company success measures.</li> <li>Achievement of agreed project measures.</li> </ul>

# NewPower

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Ensure company policies are followed throughout a project's life.</li> <li>• Report all accidents, incidents and near-misses and assist in any accident or incident investigations.</li> <li>• Ensure the safety and health of employees and non-employees in the workplace.</li> <li>• Identify, record and manage all known significant hazards.</li> <li>• Be an active participant in the organisations Health and Safety practices.</li> <li>• Contribute to the Health and Safety culture within the organisation.</li> <li>• As requested, to help with audits of sites to monitor compliance to NewPower / client H&amp;S requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong "safety" culture within the team.</li> <li>• NewPower's health and safety policies and procedures are adhered to always.</li> <li>• Safety of other staff members and general public a key focus at all times.</li> </ul>
<b>Engagement with others</b>	<ul style="list-style-type: none"> <li>• Engage within the business and with community / external stakeholders in a way that supports NewPower and its goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal relationships are sound.</li> <li>• NewPower's reputation is enhanced in the community.</li> </ul>

*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"> <li>Literacy and numeracy to level of NCEA Level 1</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>Trade or related qualification (or progressing towards)</li> </ul>
Experience	Essential	<ul style="list-style-type: none"> <li>General, electrical and/or mechanical labourer experience</li> <li>Able to work alone in a safe and efficient manner</li> <li>Knowledge of industry safety requirements</li> <li>Mechanical aptitude</li> <li>Basic computer skills</li> <li>Able to coordinate daily site work</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>Knowledge of solar farm equipment and operations</li> </ul>

## ROLE SPECIFIC COMPETENCIES

Integrity	<ul style="list-style-type: none"> <li>Demonstrates consistently high integrity, professionalism and business ethics.</li> </ul>
Critical thinker	<ul style="list-style-type: none"> <li>Ability to gather a wide range of information, comprehend and provide insight.</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information.</li> </ul>
Achievement focused	<ul style="list-style-type: none"> <li>Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action.</li> </ul>

Communication	<ul style="list-style-type: none"> <li>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.</li> </ul>
Decision making and critical thinking	<ul style="list-style-type: none"> <li>Possesses well developed judgement that enables the effective evaluation of issues and decisions to be made, even with the absence of full information.</li> </ul>
Influencing and negotiating	<ul style="list-style-type: none"> <li>Reads situations, articulates points of view, builds trust, and develops relationships that enable positive influencing of people at all levels.</li> </ul>
Commercial awareness	<ul style="list-style-type: none"> <li>Understands and applies commercial and financial principles. Views issues in terms of revenue, costs, profits, markets and added value.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>Successfully adapts to changing demands and conditions.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships.</li> </ul>
Negotiating	<ul style="list-style-type: none"> <li>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.</li> </ul>