

SCHEDULE 1 – JOB DESCRIPTION

Position: Planning Officer

Responsible to: Network Planning Manager

Role Incorporates:

- To actively seek and bid for trading works within the Company's network area and on other Electricity Line Business' networks.
- To respond to other utility service providers' requests for network alterations by preparing work packages, material and cost schedules.
- Ability to complete network condition surveys to identify equipment that needs to be replaced
- To determine network connection points and satisfy all conditions pertaining to the requirements for servicing new or altered customer needs.
- To survey and design new or altered 11kV and LV network extensions for customers.
- To ensure that engineering records are maintained for all new customer connections, including details of easements and other relevant information and agreements.
- To prepare maintenance work packages, material and cost schedules from on-going asset surveys (condition, thermal, partial discharge) or from maintenance requirements that arise during the financial year.
- To prepare capital project work by:
 - Liaising with all affected stakeholders
 - Obtaining all necessary project consents and approvals
 - Organising easements as required
 - Arranging ordering of materials and preparing material lists
- Manage the review and approval of distributed generation applications.
- To contribute toward the improvement of Company engineering standards, practices and procedures.
- To stand in for other staff when required.
- This job description shall not exclude tasks necessary or incidental to the Employee's position that may be assigned by the employer from time to time.

Staff: Nil

Internal Liaison:

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| • Customer Connection Supervisor | • Planning Engineer |
| • Network Information Officer | • Construction and Maintenance Supervisor |
| • Field Services Supervisor | • Purchasing Officer/Storeman |
| • After hours "standby" Supervisors and staff | • Network Asset Manager |
| • Financial Controller | • Company Secretary |
| • Chief Executive | |

External Liaison:

- Connected Customers
- Landowners
- District and Regional Councils
- NZ Transport Authority
- Transpower
- Other utility operators as required
- Contractors
- Other service providers as required

Person Specification:

- 5 years of electricity distribution industry experience
- Cost estimation skills
- Line design skills using CATAN and experience to NZS7000