

SCHEDULE 1 – JOB DESCRIPTION

Position: Works Planner

Responsible to: Purchasing & Stores Supervisor

Role:

- Work Planning: Completed for network, new connection or service main jobs
 - Assessing of methodology, workforce and plant required for pre-scoped and designed jobs, including site visit or confirming property access as required. Provide this information to the Scheduler for scheduling and resourcing.
 - Switching planning for jobs including liaison with WEL Control. Outage requests applications for jobs.
- Service Main Work: Quoting scoping and job management:
 - Complete site visit to determine customer connection requirements and scoping of service main work. Design, estimation and quoting for new and upgraded service main connections within required design standards and regulations.
 - Project scoping documentation and administration of service main jobs, on time, within budget, supported by As-Built drawings, completed paperwork and equipment records, financial and compliance documentation.
 - Ensure all service main work is compliant with network standards and is of a reliable engineering quality. Complete site quality audits to verify quality of completed work.
- Liaison with Scheduler for timely scheduling of network, new connection or service main jobs.
- Raise purchase orders, verify and authorise payments to service providers within Delegated Financial Authority.
- Act as the designated primary contact for either Service Main Work or Work Planning for network and new connection jobs. The Work Planner – Service Mains will do the work planning for service main jobs. The Work Planner – Network will complete service main work as required due to volume of work. The Work Planner – Network may seek assistance from the Construction & Maintenance Supervisor for Work Planning of network or new connection work as required due to volume of work.
- Each Works Planner will act as back up for the other primary contact to cover leave etc.
- Act as back up to Scheduler as required, for scheduling of work, materials and resources, arranging subcontractors and TTM/CAR applications etc.
- 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 | • Purchasing & Stores Supervisor |
| • Scheduler | • Construction & Maintenance Supervisor |
| • Network Information Officer | • Health, Safety and Quality Manager |
| • Financial Controller | • Network Planning Manager |

External Liaison:

- Connected customers
- Landowners
- District and Regional Councils
- Other utility operators as required
- Contractors
- Other service providers as required

Person Specification:

- Line mechanic qualifications or equivalent
- 5 years of electricity distribution industry experience
- Cost estimation skills
- Line design skills and experience to NZS7000
- Customer focus and communication skills
- Good attention to detail, organisation and administration expertise