

Position Description



Industrial Electrician

Date	November 2025
Purpose of position	This is an Engineering Trade position responsible for carrying out Electrical maintenance on Port Otago's key assets including Ship to Shore Cranes, Heavy Mobile Fleet including diesel electric designs, Marine assets, and infrastructure. This key position involves rotating shift work to suit shipping schedules.
Reports to	Electrical Supervisor
Key Relationships	- Maintenance Manager - Mechanical Supervisor - Maintenance Planner - Operational Supervisors - Cargo Handlers - Technical Trades Team - Technical Support Administrator
Qualifications & Requirements	- Electrical Trade Qualifications - Current Electrical Practicing License
Direct Reports	Nil

Core Responsibilities

Health & Safety	- Takes responsibility for own and others safety. - Follow all Port Otago Health and Safety guidelines and procedures. - Reports and escalates Health and Safety issues to Supervisor/Manager (everybody's responsibility in every situation). - Report all incidents, injuries and near misses accurately and in a timely fashion. - Participate in injury management processes and accept first aid when reporting work related pain or discomfort and harm. - Participates in site inductions and on-going health and safety related training programmes. - Ensure strict adherence to safety standards, statutory and legislative requirements & Port Otago policies and procedures. - Comply with work PPE requirements. - Follow the "Take 5" personal task hazard process. - Responsible for ensuring a safe workplace and adherence to good housekeeping practices.
----------------------------	---

	• Attendance & involvement at all team Health and Safety meetings. • Present to work in a fit state free from risk of impairment due to fatigue, drugs & alcohol.
Human Resources	• Support the Port Otago Values through behaviour & leadership. • Adhere to the Services rostering requirements and be available for changes to rosters with regard to variable shipping movements. • Be contactable after hours through a reliable home/mobile phone number &/or message bank service to enable communication of roster changes & shift patterns. • Follow the hours and conditions of work as per that laid out in the Services CEA document.
Operational Performance	• Port Otago operates Maximo, an Enterprise Asset Management System (EAMS) requiring that planned maintenance and repair activities are conducted in a structured methodology. Assets are expected to be available for Operation within tight timeframes. Expectations are that assets are able to operate reliably through to the next planned service following planned work. • Electrical Role Requirements: • Provide technical expertise to maintain the diesel electric Straddle Carrier fleet within a cross functional trades approach. • Carry out all maintenance activities to an appropriate standard and provide detailed history records within Maximo. • Carry out any Electrical breakdown activities as required and provide work completed details to the Electrical Supervisor. • Report detailed service requests where appropriate to enable future task scheduling, spares ordering, etc. • Assist with the development of detailed PM Task and SWI & JSA documents as required. Unexpected changes to the planned maintenance schedule (i.e. due to unexpected job complications or new or emerging failure modes) must be communicated to the Electrical Supervisor at the earliest. • Follow the philosophy that equipment can continue to operate with faults as long as the faults do not impinge on the safe operation of the equipment and they are recorded as outstanding backlog faults in the EAMS (these faults will be prioritised and rescheduled into planned activities for future weeks). • Deliver to the Electrical Supervisor completed daily timesheets c/w relevant EAMS Work Order numbers, details of work completed, meetings attended, etc. • Carry out effective urgent/emergency breakdown repairs on critical assets as required (can be unsupervised & predominantly across backshifts) and provide written detailed work completed data for the Maintenance Planner &/or

	Electrical Supervisor. • • Carry out a verbal handover to the incoming Electrician on the following shift (where relevant) and provide a written shift diary log or verbal communication of current work status to enable continuity of critical tasks, recording purposes/future planning.
Strategy	• Follow the planned schedule as per the relevant work orders and task lists provided by the Maintenance Planner &/or Electrical Supervisor.
Change Management	• Identify opportunities to deliver best practice maintenance and be involved in identified business improvement initiatives as required. • Support the implementation of maintenance efficiencies and improvements where directed.
Process Improvement	• Demonstrate a proactive approach to asset preventative maintenance and reliability through a professional approach to Services and Operational communication and having a collaborative team approach to positive interaction with all Port Otago staff. • Support systems for monitoring and tracking maintenance activities, requests & preventive maintenance work performed. • Provide details to the Maintenance Planner on inventory issues for reordering purposes within the EAMS. • Follow Port Otago's housekeeping requirements, ensure personal and company tools are handled appropriately, kept clean, and secure.
Innovation	• Involvement in structured problem solving to root cause and implementation of identified solutions. • Supports the development of continuous improvement processes. • Seek opportunities to improve asset performance through involvement in Reliability initiatives.
Team Contribution	• Develop open, honest and respectful working relationships with all team members and members of the wider management group. • Promote a cohesive and inclusive team culture. • Represent Port Otago activities appropriately by providing support and sponsorship of agreed decisions and directions. • Actively promote Port Otago policies of health and safety, quality, and environment. • Actively listen to other people's ideas and contribute positively to team activities. • Be polite and courteous to all team members to maintain a professional environment. • Actively support the Port Otago values through behaviours and actions.

Personal Development	• Plan developed identifying goals, actions and timelines in conjunction with your manager. • Participates constructively in performance review meetings and demonstrates behaviours which support continuous improvement.
-----------------------------	---

Key Performance Measures

Health & Safety	• All incidents, injuries & near misses are reported promptly and accurately. • All hazards identified are reported immediately. • Follow policy and procedures to enable a culture of failing safely. • Self-report when there is a risk of impairment from fatigue, or drugs & alcohol.
Operational Performance	• Actively lead and support improved planning, scheduling, work completion, maintenance efficiencies, and improvements in methods, through use of methodologies such as Apollo RCA and Risk Analysis. • As the Maximo EAMS data is used to identify asset availability and reliability opportunities, and make informed decisions around asset lifecycle strategies, it is imperative the Electrician role contributes to compiling detailed records of all activities relating to all work carried out.
Teamwork	• Works collaboratively to achieve the common goal. • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Develop open and honest working relationships with other Kaimahi. • Maintains good working relationships including good co-operation and communication between teams. • Looks for opportunities to help other teams. • Maintains a safe and tidy working environment.
Values	• Acts within the Port Otago values at all times. • Punctual time keeping for work and scheduled meetings. • Contributes positively to team meetings and Health and Safety meetings.