

6 June 2018

**EMPLOYMENT APPLICATION – Engineering Supervisor**

Please read and complete the enclosed Application for Employment and return it to:

The General Manager  
GasNet Limited  
8 Cooks Street  
P O Box 7149  
Whanganui 4541

You are welcome to email your application to [job@gasnet.co.nz](mailto:job@gasnet.co.nz) but if you do so please ensure that the original copy is forwarded to the above address either by mail or in person.

Applications close at 5pm on Wednesday 27 June 2018.

A copy the Position Description is also attached. Please note that gas qualifications or experience are not required as training will be provided.

Should you have any further queries regarding the position please do not hesitate to email me at [geoff@gasnet.co.nz](mailto:geoff@gasnet.co.nz).

Thank you.



Geoff Evans  
**General Manager**

### **VACANCY – ENGINEERING SUPERVISOR**

GasNet is seeking a motivated and positive person with good people management and leadership skills to fill a vacancy left following the resignation of the previous position holder. The role is fulltime and is based in our offices in Whanganui.

The Engineering Supervisor is responsible for the supervision and control of labour and resources associated with the construction and maintenance activities related to GasNet's utility infrastructure assets.

The ideal candidate will be an effective leader and have a good level of understanding and experience in utility or civil construction. Gas qualifications or experience are not required as training will be provided. A high level of personal honesty, integrity and reliability, along with excellent interpersonal, communication, people management and organisational skills are essential.

This is a great opportunity to work for a small successful company with people who are passionate about what they do. The work is interesting and varied, and provides plenty of scope to make a difference and achieve a high level of personal satisfaction.

An application form together with a position description is available by email from [job@gasnet.co.nz](mailto:job@gasnet.co.nz), online at [www.gasnet.co.nz](http://www.gasnet.co.nz), by telephone (06) 349 2050, or from our offices at 8 Cooks Street, Whanganui.

Applications will only be accepted on the supplied application form and must include an up to date CV that addresses the skills and experience required for the role.

Applicants for this position must have NZ residency or a valid NZ work permit.

Applications close at 5pm on Wednesday 27 June 2018.

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## **APPLICATION FOR EMPLOYMENT**

### **PLEASE COMPLETE IN YOUR OWN HANDWRITING.**

All information you provide relating to this Application for Employment will be collected and held by GasNet Limited, 8 Cooks Street, Whanganui.

#### **Purpose**

This information is collected for the purpose of assessing your suitability for employment with GasNet Limited.

In addition to completing the following questions you should support your application for the position by providing additional information which you consider appropriate, e.g. CV, references etc.

This information will be deemed to form part of your Application for Employment.

#### **SECTION 1 - PERSONAL INFORMATION**

First Name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

If you are known by any other names please record here: \_\_\_\_\_

Address (Residential): \_\_\_\_\_

Telephone: \_\_\_\_\_

Person to contact in an emergency (optional information)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

#### **SECTION 2 - HEALTH**

Have you ever suffered any back injury or back strains? Yes ☐ No ☐

Have you ever suffered from any overuse injuries, e.g. RSI? Yes ☐ No ☐

Do you have any medical conditions that would affect your ability to perform the duties described in the Position Description and Person Specification relating to this application? Yes ☐ No ☐

If you have answered "Yes" to any of the above questions please give brief details:

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Note: GasNet Limited offers a non-smoking work environment and as such no smoking is allowed in the workplace.

### **SECTION 3 - GENERAL**

Do you agree to enquiries being made as to the accuracy of all information supplied in support of your application, or any other matter, relating to your suitability for employment?

Present Employer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Past Employer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Person	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Referees: (Please give details of referees that you authorise us to contact, two work related referees and one personal referee.)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation/Position Held: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation/Position Held: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation/Position Held: \_\_\_\_\_

Do you intend to engage in other paid work whilst employed in this position? Yes ☐ No ☐

Do you have any commitments which may prevent you from attending your place of employment during normal business hours or affect your availability for overtime? Yes ☐ No ☐

Are you prepared to work overtime? Yes ☐ No ☐

Do you have the right of permanent residence in New Zealand or a valid work permit? Yes ☐ No ☐

Do you have a current driver licence? (If so please provide a copy) Yes ☐ No ☐

If yes, what class? \_\_\_\_\_ Copy enclosed: Yes ☐ No ☐

Do you authorise us to check the status of your licence with Land Transport? Yes ☐ No ☐

Do you authorise us to carry out a credit check? Yes ☐ No ☐

If appointed, how soon after being advised could you commence employment? \_\_\_\_\_

Have you ever been dismissed by an employer for misconduct or serious misconduct? Yes ☐ No ☐

If the answer is yes to the above question please provide an explanation:

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Have you at any time taken action against a current or former employer in order to resolve an employment dispute, including personal grievance action or other employment relationship problem? Yes ☐ No ☐

If the answer is yes to the above question please provide an explanation:

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#### **SECTION 4 – CRIMINAL OFFENCES**

It is Company policy to carry out a police check on all prospective employees.

Note: you are not required to provide any information that is eligible to be concealed under the Criminal Records (Clean Slate) Act 2004 in response to the questions in this section.

Have you ever been convicted of a criminal or traffic offence? Yes ☐ No ☐

If yes, give brief details:

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Are you awaiting hearing of any charges for any driving offences? Yes ☐ No ☐

If yes, give brief details:

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Are you awaiting hearing of any charges for any other offences? Yes ☐ No ☐

If yes, give brief details:

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Are you aware of any other charges that Police may be considering laying against you? Yes ☐ No ☐

If yes, give brief details:

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## **SECTION 5 - DECLARATION**

I, \_\_\_\_\_ (full name) declare that to the best of my knowledge, the information provided in this application is correct. I understand that if any false information is given, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed. I also understand that if I omit to declare any relevant details or provide any false information in Section 2, the health portion of this form, my entitlement for any compensation from the Accident Compensation Corporation may be jeopardised.

By signing this Declaration I also acknowledge that GasNet Limited reserves the right to carry out a police and credit check on me.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**GasNet Limited**  
**Position Description**

**Position Title:**            **Engineering Supervisor**

**Reports to:**                Engineering Manager

**Date of Approval:**        6 June 2018

## **Position Summary**

The Engineering Supervisor is responsible for the supervision and control of labour, plant, equipment and material resources associated with the construction, operation and maintenance of activities related to GasNet's network and metering assets.

In addition, perform and complete construction, operation and maintenance activities as required.

## **Key Responsibilities & Functions**

### **Resources**

- Plan, schedule and organise work ensuring maximum utilisation and cost effectiveness of labour and other resources.
- Assign work tasks to employees and contractors and monitor progress as to timeliness and quality of work correcting any adverse trends.
- Formulate and implement work programmes and priorities in accordance with priorities established by the Engineering Manager.
- Ensure the necessary materials and equipment are obtained, meet specification and are available when required.
- Work in partnership with the Engineer to coordinate both common and shared work activities to ensure that they are completed effectively and efficiently.

### **Construction**

- Supervise the construction, installation and commissioning of Network and Gas Measurement System assets.
- Assist in physical activities associated with the construction and commissioning of the Network and Gas Measurement System assets as required.

### **Operations and Maintenance**

- Supervise the operation and maintenance of Network and Gas Measurement System assets.
- Ensure work is completed in accordance with the maintenance schedule.
- Assist in physical activities associated with the operation and maintenance of the Network and Gas Measurement System assets as required.
- Assist with the monitoring of network pressures and alarms.
- Assist with the operation and maintenance of remote data devices including coordination of data collection from Time of Use devices.

### **Leakage survey, detection and repair**

- Supervise Leak survey, detection and repair activities.
- Assist in physical activities associated with leak survey detection and repair as required.
- Sample, record and monitor odorant levels.

### **Liaison with other Utilities**

- Provide plans and on site advice to other service utilities and contractors including location of buried assets.
- Provide training and assistance to other service utilities and contractors to minimise damage to the network.

### **Records**

- Ensure all field records created by Technician's are complete, accurate and with appropriate detail.
- Ensure that all job records are completed and delivered to other company sections within agreed timeframes.
- Assist in the development of condition rating systems for all assets and supervise the collection of the information.

## Plant and Equipment

Ensure plant and equipment is kept to an acceptable level of cleanliness and maintained in accordance with the manufacturer's recommendation and to a set programme.

- Ensure service requirements for vehicles and plant are met.
- Assist with the reconciliation of monthly fuel card invoices with receipts as required
- Report damage or faulty plant and equipment to the Engineering Manager.

## Training

- Participate in staff training activities and provide training as required.
- Assist in the training and development of Trainee Technicians.

## Customer Service

- Provide a high level of service to customers.
- Ensure that members of the public are treated with courtesy and are promptly attended to.

## Compliance

- Comply with all Company Policies, Procedures and the Code of Conduct.
- Monitor Technicians compliance with Company Policies, Procedures and the Code of Conduct.
- Monitor and report plant and equipment COF, WOF and RUL to ensure the fleet is compliant at all times.
- Assist in the development, implementation and ongoing review of policies and procedures.
- Liaise with auditors during internal and external audits.

## Management of Health & Safety and the Environment

### *Responsibilities – General*

- Follow health and safety policies and procedures and avoiding "at risk" behaviour in all activities.
- Comply with health and safety responsibilities outlined in work procedures.
- Practice safe and healthy work methods and behaviours.
- Use all appropriate plant, equipment, tools, materials and personal protective equipment correctly.
- Take steps to fix, where safe to do so, and then report any hazards that are identified at work.
- Report all injuries, illness, and near misses, no matter how minor to the General Manager as soon as is reasonably practicable.

### *Responsibilities – Supervisory*

- Ensure, so far as is reasonably practicable, that staff work without risk to their health or safety.
- Comply with health and safety responsibilities outlined in work procedures.
- Ensure, as far as is reasonably practicable, that all work procedures, systems and the working environment are safe and without risk to health.
- Implement the Health and Safety Management System across areas of responsibility.
- Provide adequate resources to effectively meet the Company's health and safety commitment.
- Provide information, training and supervision to allow employees and contractors to carry out their work safely.
- Implement relevant actions from the Company's Health and Safety Plan to meet agreed performance targets.
- Train staff so that they can develop and successfully maintain healthy and safe working conditions and systems.
- Take steps to control hazards as they are reported.
- Investigate incidents and implement corrective actions that address the root causes of the incident.

### *Responsibilities – Safety Management System*

- Oversee the operational, maintenance and construction activities on new and existing Network and Gas Measurement Systems.
- Responsible for direct liaison with construction contractors and for ensuring that contractors are fulfilling their contractual obligations.
- Monitor the daily progress of construction and maintenance work and conduct both quality and site audits.

## General

- Provide employee development through coaching, participation in performance reviews, mentoring and managing performance.
- Perform other duties as directed and necessary to the proper performance of the role.
- Maintain a good standard of personal presentation.



## Hours of Work

- The ordinary hours of work will be 40 hours per week in accordance with the employment agreement.
- Participate in the on call roster to respond to after-hours emergencies.
- Be available to attend work during an emergency and after hours as required.

## Person Specification

### Qualifications:

- Level 3 of the National Certificate in Gas Networks Operations and Maintenance (or equivalent) as listed on the NZ Qualification Framework **(desirable but not essential)**.
- Current driver's licences including Class 1 and Class 2.

### Proven Experience in:

- Gas network operations **(desirable but not essential)**.
- Supervision of field based personnel.
- Company systems and process administration.

### Knowledge & Skills:

- Highly organised with excellent time management skills and demonstrated ability to meet deadlines and effectively manage competing priorities.
- Medium level of computer literacy in MS office software.
- Professional and motivated with a positive attitude and sound judgment.
- Energetic with a strong work ethic, a positive attitude and demonstrated ability to work both within a team and unsupervised.
- Excellent written, verbal and interpersonal communication skills, with the ability to influence others.
- Able to develop positive working relationships.
- Strong analytical ability and attention to detail.
- Ability to roll-up sleeves and work in a hands-on management capacity.

### Personal Attributes:

- Self-motivated and able to work without close supervision.
- Able to work effectively both in a team environment and as an individual.
- Physically fit and healthy.
- Good verbal and written interpersonal communication skills.
- Willingness to up-skill.
- Operational and technical competence and experience (gas or other industry).
- Comfortable to work confidentially.
- Excellent written, verbal and interpersonal communication skills, with the ability to influence others.
- Able to develop positive working relationships.
- Strong analytical ability and attention to detail.
- Ability to roll-up sleeves and work in a hands-on management capacity.
- Characteristics of honesty, integrity and reliability.

Approved by: \_\_\_\_\_

Position Holder

Date \_\_\_\_\_

\_\_\_\_\_

General Manager

Date \_\_\_\_\_