

30 September 2021

EMPLOYMENT APPLICATION – Operations Engineer

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

The General Manager
GasNet Limited
8-10 Cooks Street
P O Box 7149
Whanganui 4541

Email copies are acceptable but the original copies must be forwarded to the company.

Applications close at midnight on Wednesday 20 October 2021.

Please also find enclosed a copy of the Position Description.

Should you have any queries please feel free to discuss with me.

Thank you.



Wayne Armishaw
Engineering Manager



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, 8-10 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.

I wish to apply for the role of: _____

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 (all questions relate to your ability to perform the duties described in the Position Description and Person Specification)

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 Yes No

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

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

Have you ever tested positive for a work related drug or alcohol test? 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:

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:

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:

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

If yes, give brief details:

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

If yes, give brief details:

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

If yes, give brief details:

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: **Operations Engineer**

Reports to: **Engineering Manager**

Date of Approval: **29 September 2021**

Position Summary

The Operations Engineer is responsible for the technical, planning & operational requirements associated with the design, construction, operation and maintenance of gas networks and gas measurement systems

Key Responsibilities & Duties

Design

- Complete design for business as usual additions and alterations to the Networks and Gas Measurement Systems including main extensions, services and cathodic protection, providing costings when required.
- Ensure designs for are in accordance with relevant Standards and appropriate for safety, demand, operating and the environment conditions to which the system is expected to be exposed.
- Ensure Safety in Design processes eliminate or reduce to as low as reasonably practicable, all applicable hazards and risks identified in hazard/risks identification and control processes

Planning

- Plan and monitor completed work against performance targets
- Assist in the development of the company's asset management strategy
- Work in partnership with the Engineering Planner to ensure activities are aligned with strategic asset development initiatives
- Work in partnership with the Engineering Planner and Engineering Supervisor on both common and shared work activities to ensure that they are completed effectively and efficiently
- Assist with the preparation of design and costing information for Annual Plan activities

Operations and Maintenance

- Establish the Maintenance Plan to ensure on-going system integrity and align with asset management objectives
- Responsible for the review and on-going monitoring and maintenance of networks and gas measurement systems
- Monitor, review and analyse records collected during maintenance activities to identify and plan remedial works
- Act as a Permit Authoriser for the company's Permit to Work System
- Oversee all planned operations activities and as appropriate unplanned activities

Liaison with other Utilities

- Provide training and assistance to other service utilities and contractors for their work planning and to minimise damage to GasNet's networks or GMS
- Development, implementation and ongoing review of generic and site specific traffic management plans
- Facilitate, coordinate and participate in planning activities with other utility owners and operators

Records and Reporting

- As required provide records of all business as usual design and construction work to demonstrate compliance with all appropriate Standards and to meet audit requirements
- Ensure that job records are completed and delivered to other company sections within prescribed timeframes
- Assist in the development of condition rating systems for all assets and supervise the collection of the information

Management Systems

- Assist in the development, implementation and ongoing review of the following company management systems;
 - Safety Management System.
 - Asset Management Information System
 - And as required related management support systems

Training & Development

- Participate in training and development activities including attendance and assessment of Unit Standards as required to achieve and maintain competence
- Provide training to GasNet personnel as required

Stakeholder Service

- Provide a professional approach and attitude to other staff, the public, gas consumers and all other Stakeholders at all times
- Ensure that members of the public are treated with courtesy and are promptly attended to
- Provide a first point of contact with customers and members of the public visiting the GasNet building

Compliance

- Comply with all Company Policies, Procedures and the Code of Conduct
- Comply with the appropriate standards and statutory requirements
- Conduct internal audits as required
- Assist in the development and ongoing review of company policies, procedures and plans
- Liaise with auditors during internal and external audits

Contract Supervision

- Responsible for the contractual arrangements associated with the business as usual construction and maintenance contracts
- Prepare contract documentation, evaluate tenders and submit recommendations
- Perform the duties of "Company Representative" as required, providing the necessary contract supervision and administration

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/risks that are identified at work
- Report all injuries, illness, and near misses, no matter how minor to the Engineering Manager as soon as is reasonably practicable
- In addition to these responsibilities ensure contractors and people supplying services to GasNet know and comply with the GasNet's Health and Safety policy by:
 - Adhering to any health and safety requirements specified by GasNet.
 - Conforming to and enforcing all legislation, standards and codes of practice and licensing that apply to work places under their control.

Responsibilities – Engineering

- Responsible to the Engineering Manager for the technical, planning & operational requirements associated with the design, construction, operation and maintenance of the company's business as usual network and gas measurement systems
- Ensures the networks and gas measurement systems are designed and specified to enable safe distribution of natural gas (or a 'green gas' when applicable)
- Ensures that risks are identified and managed prior to work commencing
- Responsible for the on-going monitoring and maintenance of network and gas measurement systems.
- Approves the maintenance schedules to ensure on-going system integrity
- Ensures compliance with Safe Work Procedures (SWP's), approved non routine procedures and Permits-To-Work (PTW's)
- Responsible for the contractual arrangements associated with the construction and maintenance contractors. This role prepares the contract documentation and ensures that the approved contractors are competent and that they operate within their own appropriate safety management systems
- Investigating incidents and implementing corrective actions that address the root causes of the incident
- Implement the Health and Safety Management System across areas of responsibility
- 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/risks as they are reported

Cover for Other Roles

- Provide back up in the event of absence of the Engineering Supervisor or Engineering Planner 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 GMS activities

General

- Assist in the identification, evaluation and preparation of feasibility studies for new business opportunities through the provision of technical and financial information
- Maintain a good standard of personal presentation
- Operate and maintain plant and equipment in accordance with approved procedures
- Promptly report damage or faulty plant and equipment
- Provide quotations for company products and services
- Represent the Company at external meetings and forums as required
- Perform other duties as directed and necessary to the proper performance of the role

Hours of Work

- The ordinary hours of work will be 40 hours per week in accordance with the employment agreement
- Be available to attend work during an emergency and after hours as require

Person Specification

Qualifications:

- Degree or Diploma in Engineering or NZQA equivalent is desirable
- Operations Management competencies related to one or more utility infrastructure types
- Current Class 1 driver's licence
- STMS Planner certificate is desirable

Proven Experience in:

- Engineering or Gas Network operations
- Stakeholder relations
- Use of computerised information management systems
- Consideration of the 'big picture' while maintaining attention to detail

Knowledge & Skills:

- Medium computer literacy in MS office software
- Highly organised with excellent time management skills and demonstrated ability to meet deadlines and effectively manage competing priorities
- 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
- Well-developed written, verbal and interpersonal communication skills
- Able to develop positive working relationships
- Strong analytical ability and attention to detail
- Ability to roll-up sleeves and work in a hands-on capacity
- Thorough understanding of Standards and legislative requirements
- Operational and technical competence and experience (gas or other industry)

Personal Attributes:

- High level of personal honesty, integrity and reliability
- Ability to maintain confidentiality and show discretion
- High standard of personal presentation
- Ability to exercise sound judgement in a variety of situations
- Positive attitude
- Good sense of humour
- Friendly approachable disposition
- Able to work well under pressure
- Self-motivated and able to work unsupervised
- Willingness to upskill
- Able to be resourceful, innovative and use own initiative as appropriate
- Ability to maintain an organised and uncluttered working environment
- Ability to work effectively as part of a team and as individual
- High level of organisational skills and able to prioritise effectively

- Excellent verbal and written interpersonal communication skills

Sighted by: _____
 Position Holder

Date _____

Approved for use by:

 Engineering Manager

Date _____

Reviewed by:

 General Manager

Date _____

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