



**Tauranga**City

## Job description

<b>Title</b>	<b>Electrician – Facilities</b>
<b>Number</b>	TBC
<b>Group</b>	Community Services
<b>Division</b>	City Operations
<b>Reports to</b>	Supervisor - Facilities
<b>Direct reports</b>	N/A
<b>Date</b>	September 2025

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

### Job purpose:

The primary purpose of the Electrician is to provide exceptional service and solutions while maintaining TCC commercial and residential assets. This is a hands-on role requiring a registered/ licensed and experienced Electrician. The core duties of the role include installation, repairs and maintenance of our building's facilities electrical assets.

The Electrician must ensure work is completed safely, in a timely manner, meets the needs of all stakeholders and aligns with the contract specifications. This role includes first response, routine maintenance and reactive activities, as such the Electrician needs to be adaptable and considerate as to minimise disruption to the asset users/ tenants.

- Normal hours are 7am to 3.30pm, 40-hour week, but flexibility is required as some buildings assets may not be accessible during this time.
- On-call work is part of this role (additional allowances will be paid), typically one week out of eight-week rotating roster.
- Vehicle (not for private use) and all tools and specialist plant will be provided.

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## Key outcomes and responsibilities:

<p><b>Electrical/ Facilities issues are dealt with promptly and to a high standard</b></p>	<ul style="list-style-type: none"> <li>• Carry out electrical maintenance and servicing on TCC residential and commercial assets including replacing and repairing lighting systems, diagnosing system faults, repairing faults, minor installation work, repair of electrical wiring, cable installation and termination.</li> <li>• Collaborate with general contractors, plumbers, and other construction professionals to get the job complete.</li> <li>• Assess faults and customer complaints to identify if the solution requires a specialist sub-contractor. Identify scope of issue to pass on to Asset Managers and coordinate the subcontracted work.</li> <li>• Perform routine inspections.</li> <li>• Keep up to date with any changes to the NZ Electrical Regulations and other relevant standards and code.</li> </ul>
<p><b>Tauranga is well maintained and beautiful.</b></p>	<ul style="list-style-type: none"> <li>• Deliver the work you have been assigned to the best of your ability. Be adaptable as work schedules may change at the last minute due to community concerns or weather issues.</li> <li>• Work collaboratively with your team to get the job done.</li> <li>• Use the team's technology system to accurately track started and completed work including taking photos.</li> <li>• Consistently meet KPI's relating to quality and time.</li> </ul>
<p><b>The City Operations Team is always learning and improving.</b></p>	<ul style="list-style-type: none"> <li>• Attend training and development opportunities to upskill yourself on an ongoing basis.</li> <li>• Actively contribute to team toolbox meetings with ideas and issues.</li> <li>• Actively listen and learn from Foreperson/ Supervisor/ Team Leaders and your peers.</li> <li>• Make purchase decisions that are robust.</li> </ul>
<p><b>The City Operations Team has a team culture that is positive, respectful and focused on health &amp; safety.</b></p>	<ul style="list-style-type: none"> <li>• Prioritise health and safety at all times (your own, our teams and the communities). Follow health and safety guidelines and always ask if you are unsure.</li> <li>• Possess a real customer focused mind set</li> <li>• Show respect and care for others.</li> <li>• Don't come to work under the influence of drugs and/ or alcohol or other illegal substances.</li> <li>• Report wrongdoing or misconduct to a leader such as miss use of TCC assets, theft or bullying.</li> <li>• Use common-sense and do what is right for the community.</li> <li>• Show respect TCC's assets, machinery, vehicles and plant.</li> </ul>

	<ul style="list-style-type: none"> <li>• Engage with the community/ public in an appropriate way. Acting as an ambassador for the TCC.</li> <li>• Communicate any issues or concerns with your leader as soon as possible.</li> </ul>
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Please note the job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

## What we are looking for:

Essential
<ul style="list-style-type: none"> <li>• At least 5 years' experience as an Electrician across residential and light industrial.</li> <li>• Relevant qualification such as the New Zealand Certificate in Electrical Engineering Theory and Practice (Trade) (Level 4).</li> <li>• Registration and licensing as an electrician by the NZ Electrical Workers Registration Board.</li> <li>• Independent Qualified Person registration/ compliance.</li> <li>• Full and current NZ driver's licence.</li> <li>• A curious nature where you love to understand how things work.</li> <li>• Ability to use technology including GIS maps, work tracking apps, MS Office suite &amp; Excel.</li> <li>• A positive attitude and a willingness to listen and learn.</li> <li>• A track record in being reliable and committed to your work, taking pride in everything you do.</li> <li>• The ability to abide by Health and Safety guidelines at all times.</li> <li>• Strong communication skills.</li> <li>• Honesty and integrity.</li> <li>• The ability to be a positive ambassador for TCC, interacting with all community members in a respectful and appropriate way.</li> </ul>

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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections