**Position Description Template.** Having a Position description is the next most important document between an employer and employee after the Individual Employment Agreement (IEA). While the IEA outlines the terms of the relationship, the Position Description (PD) details the role, duties and tasks of the day to day, and overall responsibilities. We recommend annually reviewing the PD with all employees and making any changes as agreed.

### **Position Title:**

Enter the job title here

**Location:**

Enter the location of the position

### **Reports To:**

Enter the title of the person this position reports to.
*This is normally the team lead, foreman or operations manager*

### **Direct Reports:**

List any roles that report directly to this position, if applicable
*This may not be relevant, so delete if not required*

### **Purpose of the Role**

Provide a brief summary of the role and its importance to the organisation.
*Keep this factual and specific.*

### **Key Responsibilities**

* [Responsibility 1]
* [Responsibility 2]
* [Responsibility 3]
* [Responsibility 4]

*When you write this section, think about everything that this person may do on a daily and weekly basis. Start with writing everything even if it takes a whole page. Then refine your notes and create groups or similar tasks. I.e Cleaning, sweeping, cleaning van, washing van, maintaining tools, checking on Van WOFs and RUS, services*

* *Maintain a tidy work site that's free of rubbish and debris. Sweep and remove waste as required daily.*
* *Manage and maintain the upkeep of work vehicles. Ensure your van has a valid Wof and up to date with RUCs.*

### **Key Skills, Qualifications and Experience**

* [Qualification 1]
* [Skill/Attribute 2]
* [Skill/Attribute 3]
* [Skill/Attribute 4]
* [Skill/Attribute 5]

*For many Trade based roles in NZ, there is an element of qualifications required. This is where you note that requirement. I.e NZ Electrical Licence and current practice certificate OR certificate in carpentry level 4*

### **Key Relationships**

* Internal: List relevant internal relationships, e.g., teams or departments
* External: List relevant external relationships, e.g., clients, vendors

*Think about who this role will communicate with on a daily/weekly basis.
Will they have involvement with planning or accounts? - Internal
Are they going to communicate with suppliers or customers? - External*

### **Health and Safety Responsibilities**

* Outline health and safety responsibilities specific to the role

*This can be basic and only reference to following Health and Safety protocols on site and Company Health and Safety Policies.*

**Hours of Work**

[State the expected working hours for this role. Include any flexibility or shift details.]

### **Remuneration and Benefits**

[Include salary details, benefits, and any perks offered with the role.]

### **Additional Information**

[Include any additional information relevant to the role, such as travel requirements or special conditions.]

### **Approval**

**Prepared By:**[Name and Title]
**Date:** [Insert Date]

**Approved By:**[Name and Title]
**Date:** [Insert Date]

**Review Date:** [Insert Date]

See an Example Position Description for an Electrician Below

**Position Title:** Electrician
**Location:** Auckland, New Zealand
**Reports To:** Operations Manager
**Direct Reports:** None

### **Purpose of the Role**

The Electrician plays a crucial role in ensuring the safe and efficient installation, maintenance, and repair of electrical systems. This position is vital for providing high-quality electrical services to residential, commercial, and industrial clients. The Electrician is responsible for maintaining compliance with all safety standards, building strong client relationships, and contributing to the smooth running of daily operations.

### **Key Responsibilities**

* Install, maintain, and repair electrical systems in residential, commercial, and industrial properties.
* Troubleshoot electrical faults and identify solutions to resolve issues efficiently.
* Interpret electrical blueprints, diagrams, and technical manuals to plan and install electrical systems.
* Conduct routine maintenance checks and inspections of electrical systems to ensure they are in optimal working condition.
* Ensure that all work complies with relevant safety regulations and standards.
* Maintain a tidy work site, free of debris, and manage waste removal as needed.
* Manage and maintain the upkeep of work vehicles, ensuring that they are regularly serviced and have valid WOFs and up-to-date RUCs.
* Collaborate with team members and communicate effectively with clients to ensure satisfaction.
* Assist with training and guiding junior staff when required.

### **Key Skills, Qualifications, and Experience**

* NZ Electrical Licence and current practicing certificate.
* Proven experience in electrical installation, maintenance, and repair in residential, commercial, and industrial sectors.
* Strong troubleshooting skills and the ability to diagnose electrical issues.
* Excellent communication and interpersonal skills.
* Full, clean driver’s licence and reliable transport.
* Health and safety-focused with knowledge of relevant industry regulations.

### **Key Relationships**

**Internal:** Operations Manager, Project Managers, Junior Electrical Staff
**External:** Clients, Suppliers, Contractors, Health and Safety Inspectors

### **Health and Safety Responsibilities**

* Adhere to all health and safety protocols and guidelines on job sites.
* Ensure compliance with the company's health and safety policies, reporting any hazards or incidents.
* Use personal protective equipment (PPE) as required and maintain a safe working environment for all team members.

### **Hours of Work**

* Full-time, Monday to Friday, with potential overtime depending on project requirements. Flexibility to accommodate urgent client needs may be required.

### **Remuneration and Benefits**

* Competitive salary based on experience and qualifications.
* Company vehicle provided (if applicable).
* Health insurance benefits.
* Opportunity for professional development and career progression.

### **Additional Information**

* Travel to various job sites within Auckland will be required.
* The role may involve weekend work or on-call shifts during busy periods.

### **ApprovalPrepared By:** Toyah Langeveld - Shadow Administration**Date:** 01/01/2025**Approved By:** Jessie James - Sparkies are us**Date:** 12/01/2025

**Review Date:** 12/01/2026