

POSITION DESCRIPTION

POSITION TITLE:	Electrician Technician
BUSINESS UNIT & DIVISION:	Absolute Control 2018 Ltd
REPORTS TO:	Managing Director
REFERENCE:	NZ20200801
BUSINESS OVERVIEW: Absolute Control provides refrigeration, air-conditioning and electrical services to the light and medium sector in the lower north island of New Zealand.	
PURPOSE: The purpose of this role is for the service and repair of refrigeration, HVAC and electrical reactive jobs. Light commercial installation works. Provide the highest level of customer service with a positive-minded attitude while developing lasting customer relationships.	
RESPONSIBILITIES: <ul style="list-style-type: none">• Respond to a service jobs as they issued from the office• Ensure the service job is completed in a timely manner• Follow up services jobs not completed• Analyse the breakdown, visit the job site, and access if a quote is required• Co-ordinate the minor repair works in the workshop area• Fill out administration paper work such as job sheets, time sheets and orders.• Organise equipment returns for credit on equipment wrongly supplied/ ordered.• Assist with small installation works.• Attend company toolbox meetings• Assist apprentice staff in there learning and training• Maintain a tidy appearance.• Always keep the service vehicle in a tidy condition• Be available for overtime as it arises• Be available for call out.• Comply with all health and safety directives.•	
SKILLS & EXPERIENCE: <ul style="list-style-type: none">• Registered Electrician with current practicing licence• Math and analytical skills• Knowledge of refrigeration. electrical and light HVAC• Experience in commercial work• Experience in fault finding refrigeration and HVAC systems	

- The ability to work without Management direction, use initiative and possess a positive attitude towards teamwork
- The ability to multi task, work under pressure, flexibility to switch between jobs, work to deadlines to achieve productivity and efficiency outcomes
- An eye for detail
- NZ Drivers Licence

COMPETENCIES:

- Good communication (written and verbal)
- Interpersonal skills
- Teamwork
- Organisational awareness
- Analytical & creative thinking
- Relationship building

Employee Name

Date