

**JOB DESCRIPTION**

Airport Authority Cook Islands

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| **JOB TITLE:** | **ELECTRICAL TRAINEE** |
| **WORK UNIT:** | Electrical Services  |
| **SALARY SIZE: 151 BAND: B GRADE 5 SALARY: $20,800.**  |
| **RESPONSIBLE TO:** | Supervisor Electrical Services  |
| **RESPONSIBLE FOR:** | N/A |
| **JOB PURPOSE:** | **This job exists to:*** To assist the Electrical team to ensure all Electrical facilities are maintained accordingly.
* To assist with safety inspections on runway and light repairs.
* To assist with monthly maintenance on Electrical Facilities.
* Ensure the wearing of safety gear while on job.
 |
| **DATE APPROVED:** | 14 September 2022 |

**MISSION:**

*To facilitate the safe and secure movement of air travellers into and out of the Cook Islands*

**VISION STATEMENT:**

**Unique People, Connecting lives**.
*We will be the leading airport company in the region, connecting lives with the friendliness and passion of the Cook Islands people*

**ORGANISATIONAL CONTEXT:**

 **FUNCTIONAL RELATIONSHIPS:**

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| EXTERNAL CONTACTS | NATURE OF CONTACT |
| Internal Customers | Courtesy, giving and receiving information, explaining things to people, clarifying needs. |
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| INTERNAL CONTACTS | NATURE OF CONTACT |
| Manager Electrical. | Courtesy, giving and receiving information, explaining things and, clarifying needs. |
| Supervisor Electrical Services | Courtesy, giving and receiving information, explaining things and clarifying needs and abiding with operational requirements. |
| * Staff
 | Giving and receiving information, explaining thing to people |

**AUTHORITY:**

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| **Financial** | NO |
| **Staff** | NO |
| **Contractual** | NO |

**KEY RESULT AREAS:**

| JOB HOLDER IS ACCOUNTABLE FOR | JOB HOLDER IS SUCCESFUL WHEN |
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| **KRA 1. Operational Compliance** |
| 1. Assist Electrical team with weekly AFL inspections and the Repair/Replacement of any U/S AFL fitting.
 | 1. Completes duties in assisting.
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| 1. Assist Electrical team carry out Inspections of ALL Airport Buildings to ensure all Lighting/power outlets are Operational.
 | 1. Completes duties in assisting
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| 1. To Assist Electrical Team to ensure that both water and sewer pumps are operational at all times.
 | 1. . Completes duties in assisting
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| 1. Assist Electrical Team to ensure Standby generators are maintained and operational.
 | 1. Completes duties in assisting
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| 1. To Assist Electrical Team in Maintaining ALL Electrical facilities in good operating conditions.
 | 1. Completes duties in assisting.
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| 1. Adhere to safety requirement of the section.
 | 1. Wearing of safety gear at ALL times.
2. Report any wear and tear to safety gear to Electrical Supervisor.
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| **KRA 2: ADMINISTRATION COMPLIANCE** |
| 1. Ensure Time book is filled out correctly on arrival to work and before departure.
2. Ensure leave applications are forwarded to Supervisor for approval.
3. Plan and complete PDPlan as required for Planning, Mid-cycle and Final Review.
 | 1. Fill out time book daily on arrival.
2. Leave applications passed to supervisor for approval.
3. PDPs are completed as required and sent to Supervisor on time.
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| **KRA 3: HEALTH & WELLBEING** |
| 1. Maintaining Health & Wellbeing standards established for the organisation. Actively participate and successfully complete health & wellness activities and results are recorded for reporting to HR on a timely basis
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| **NOTE:** *The above performance standards are provided as a guide only. The precise performance measures for this position will further discussion between the job-holder and manager as part of the performance development process.* |

**WORK COMPLEXITY:**

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| **Most challenging duties typically undertaken:** |
| 1. Be aware of safety procedures when working on Electrical facilities.
2. Good Public relations with internal and external clients.
3. Adhere to Airside Rules at ALL times.
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**PERSON SPECIFICATION:**

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| **PERSONAL** |  |
| **AGE** | **APPEARANCE** |
| Must be 18 years and over. Good Physical fitness and health. | Neat and tidy appearance.Good communicational skills. |
| **DRIVERS LICENCE** | **MEDICAL & PHYSICAL FITNESS** |
| Holder of Drivers Licence Class A,B,C | Physically and medically fit. |
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| **QUALIFICATIONS – EDUCATION** |  |
| **ESSENTIAL** | **DESIRABLE**  |
| 1. Completed Level 1 NCEA Certificate.
 | 1. Level 2 NCEA Certificate.
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| **KNOWLEDGE/EXPERIENCE** |  |
| **ESSENTIAL** | **DESIRABLE**  |
| 1. Some awareness of electricity and how it works.
 | 1. Have working knowledge and experience in electricity
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| **KEY SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES** |
| *The following levels would typically be expected for the 100% fully effective level:* |
| **EXPERT LEVEL** | Good understanding with all applications of the skill/knowledge in the electrical field environment. |
| **ADVANCED LEVEL** | Thorough understanding of skills/knowledge area/able to pass on skills in this area/recognised by colleagues as having proven skill/knowledge in this area. |
| **WORKING KNOWLEDGE** | Sufficient skill to apply in a day to day operations in a fluctuation environment/does not require supervision for routine tasks. |
| **AWARENESS** | Limited understanding of skill/knowledge area. Sufficient in order to perform basic task |
| **KEY BEHAVIOURS:** |
| *All employees are measured against the following Key Behaviours as part of Performance Development:* |
| 1. Commitment/Personal Accountability
2. Professional/Technical Expertise
3. Teamwork
4. Customer/Diplomatic Focus
5. Effective Communications and Relationships
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| **PERSONAL ATTRIBUTES:** |
| 1. Physically and medically fit.
2. Ability to think on and off your feet
3. Ability to sum up the situation and make decisions quickly if required
4. Ability for corporation with other staffs. Physically fit and strong
5. Leadership skills
6. Resilience
7. Ability to sum up the situation, make decisions and implement.
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| **CHANGE TO JOB DESCRIPTION:** |
| *From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This job description may be reviewed as part of the preparation for performance planning for the annual performance cycle.* |

**APPROVED:**

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| C:\Users\t.wearing\Desktop\tony wearing signature 1.JPG |  | 22 August 2022 |
| **Tony Wearing****Director of Operations** |  | **Date:** |