

6 December 2024

**EMPLOYMENT APPLICATION**

This application pack covers the roles advertised as;

***Gas Pipeline and Meter Fitter*** (Technician) and  
***Trainee Gas Pipeline and Meter Fitter*** (Trainee Technician)

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

The Engineering Manager  
GasNet Limited  
8 Cooks Street  
P O Box 7149  
Whanganui 4541

Email copies are acceptable but the original copies must be forwarded by mail to the above address.

Applications close at 5pm on Friday 3<sup>rd</sup> January 2025.

Please also find enclosed a copy of the Position Descriptions for both positions.

Should you have any queries please feel free to call, come to our offices or email us at [vacancy@gasnet.co.nz](mailto:vacancy@gasnet.co.nz)

Thank you.



Wayne Armishaw  
**Engineering Manager**

**Encl.**

## 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 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.

#### 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:

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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:

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**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:

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

If yes, give brief details:

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

If yes, give brief details:

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

If yes, give brief details:

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**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:**                      **TECHNICIAN**

**DATE:**                              **27 OCTOBER 2023**

**REPORTS TO:**                      **ENGINEERING SUPERVISOR**

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**POSITION SUMMARY**

Responsible to the Engineering Supervisor for the construction, commissioning, repair and maintenance of the gas network and gas measurement systems.

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**A. DUTIES AND RESPONSIBILITIES**

**1 Resources**

- 1.1 Utilisation                      - Prepare, organise and complete all work in accordance with the Engineering Supervisor's instructions.
- 1.2 Materials and Equipment      - Ensure the necessary materials and equipment are obtained.

**2 Mains and Services**

- 2.1 Excavation                      - Set out, excavate and prepare a trench for pipelaying including location of existing equipment and correct road signage.
- 2.2 Pipework                        - Lay out, join and install pipe in trench.
- 2.3 Testing                         - Test and commission pipework including making live connections.
- 2.4 Backfilling & Reinstatement   - Backfill and reinstate trench.
- 2.5 Network records               - Ensure records are updated upon completion of network additions, alterations or maintenance.

**3 GAS Measurement Systems (GMS)**

- 3.1 Standard GMS                 - Install standard GMS in accordance with work instructions.
- 3.2 Non-Standard GMS            - Construct, install and commission regulator, meter, pipework and ancillary equipment in accordance with design plan and standard procedures.
- Complete maintenance of non-standard GMS.
- Liase with end users to plan and complete maintenance of non standard GMS

**4 District Pressure Reduction Installations (DPRI)**

- 4.1 New Installations
  - Construct, install and commission pipework, fittings and ancillary equipment in accordance with design plan and standard procedures.
- 4.2 Planned Maintenance
  - Complete planned maintenance in accordance with the maintenance programme.
- 5 Leakage Survey, Detection and Repair**
  - 5.1 Survey
    - Complete leak survey activities.
    - Coordinate planned surveys in accordance with the maintenance programme.
  - 5.2 Detection
    - Operate gas detection equipment and pinpoint leakage.
  - 5.3 Classification
    - Classify leaks detected.
  - 5.4 Location and Excavation
    - Locate existing equipment and excavate trench/bellhole including correct road signage.
  - 5.5 Repair Activity
    - Complete temporary or permanent repair as instructed.
  - 5.6 Backfilling & Reinstatement
    - Backfill and reinstate the trench/bellhole.
  - 5.7 Odorant Level
    - Sample and record odorant levels.
- 6 Liaison with Other Utilities**
  - Provide plans and on site advice to other service utilities and contractors including location of buried plant.
  - Provide training and assistance to other service utilities and contractors to minimise damage to the network.
- 7 Occupational Safety**
  - 7.1 General
    - Work in a safe manner and ensure that equipment is operated correctly and maintained to a high standard.
  - 7.2 Accident Investigation
    - Report accidents, incidents and near misses and take appropriate action where required.

## 8 General

- 8.1 Administration
  - Complete all prescribed paperwork.
- 8.2 Workshop
  - Ensure the workshop is kept to an acceptable level of cleanliness and maintained in accordance with a set programme.
  - Complete stock takes of workshop inventory.
- 8.3 Dangerous Goods Shed
  - Ensure the Dangerous Goods Shed is kept to an acceptable level of cleanliness and maintained in accordance with a set programme.
  - Ensure the register of Material Safety Data Sheets is complete for goods held in the Dangerous Goods Shed and report all variances to the Engineering Supervisor.
- 8.4 Training
  - Participate in staff training activities and provide training as required.
  - Assist in the supervision, training and development of Trainee Technicians.
- 8.5 Plant & Equipment
  - Ensure plant and equipment is kept to an acceptable level of cleanliness and maintained in accordance with a set programme.
  - Monitor and report COF, WOF, RUL and service requirements for vehicles and plant as required.
  - Assist with the reconciliation of monthly fuel card invoices with receipts as required.
  - Report damage or faulty plant and equipment to the Engineering Supervisor.
- 8.6 Policies & Procedures
  - Comply with all Company Policies and Procedures.
  - Assist in the development and ongoing review of policies and procedures.
- 8.7 Customer Service
  - Provide a high level of service to customers.
  - Ensure that members of the public are treated with courtesy and are promptly attended to.
- 8.8 Personal Presentation
  - Maintain a good standard of personal presentation.
- 8.9 Hours of Work
  - The ordinary hours of work will be 40 hours per week in accordance with the employment agreement.
- 8.10 After Hours Work
  - Available for attendance at an emergency and after hours work as required.



#### 8.11 On Call Roster

- Participate in the on call roster to respond to after hours emergencies

### **B. ABILITIES, COMPETENCIES AND PERSONAL QUALITIES**

1. Adaptability
  - Maintains effectiveness in varying environments and with different tasks, responsibilities and people. Adjusts quickly to changing environments and working conditions whilst maintaining acceptable levels of performance.
2. Communication
  - Expresses ideas effectively in written and oral communication with individuals and in group situations; presents ideas effectively to individuals and groups; excellent communication skills which will enable all instructions and information to be clearly understood by others in formal and informal situations. Clear and concise writing that can be easily understood.
  - Ability to effectively communicate with people from a variety of backgrounds and cultures.
  - Ability to be sensitive to the needs of others, including qualities such as tact, empathy and helpfulness.
3. Teamwork
  - Works in and facilitates the use of effective teams and teamwork; is able to contribute to the development of a team culture within the division and organisation.
4. Technology
  - Is fully conversant with relevant technology packages, computer hardware and software; keeps up to date with relevant changes in technology. Intermediate level of knowledge of Microsoft Suite of software.
5. Organising and Planning
  - The initiative to organise, plan and prioritise work, deciding on the most efficient or convenient manner in which to do assigned duties and tasks.
  - Able to manage time to maximum advantage on a day-to-day basis, ensuring actions do not cause conflict with other employees' time.

### **C. REQUIRED EXPERIENCE**

- Proven experience in gas network construction and operations.
- Required qualification, New Zealand Certificate in Reticulated Gas Pipelines (Level 4) or;
- National Certificate in Gas Networks Operations and Maintenance -Level 3, as listed on the NZ Qualification Framework (discontinued from Dec 2020).
- Required to hold a current driver's licence including Heavy Trade.

**D. PERSONAL QUALITIES**

- High level of personal integrity
- 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
- Able to work unsupervised
- Able to be resourceful, innovative and use own initiative as appropriate
- Ability to maintain an organised and uncluttered working environment
- Ability to work as part of a team
- High level of organisational skills and able to prioritise effectively
- Ability to handle difficult and irate customers in a controlled and courteous manner

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Position Holder

\_\_\_\_\_ Date \_\_\_\_\_  
Manager

**GasNet Limited**

**POSITION DESCRIPTION**

**POSITION:** TRAINEE TECHNICIAN

**DATE:** 27 OCTOBER 2023

**REPORTS TO:** ENGINEERING SUPERVISOR

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**POSITION SUMMARY**

Responsible to the Engineering Supervisor for assisting in the construction, commissioning, repair and maintenance of the gas network and gas measurement systems.

In addition, the Trainee Technician will progress toward the position of Technician which requires attainment of either of a New Zealand Certificate in Reticulated Gas Pipelines (Level 4) or Network Leakage Response COC (COC12) of the GANZ Reticulated Gas – Competency Protocol (GIP-009).

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**A. FUNCTIONS AND RESPONSIBILITIES**

**1 ACTIVITIES**

- |     |   |  |
|-----|---|--|
| 1.1 | Mains & services                          | - Assist in the excavation, pipelaying, testing, commissioning, backfilling and reinstatement of mains and services    |
| 1.2 | Gas Measurement Systems                   | - Assist in the construction, installation, commissioning and maintenance of Gas Measurement systems                   |
| 1.3 | District Pressure Reduction Installations | - Assist in the construction, installation, commissioning and maintenance of District Pressure Reduction Installations |
| 1.4 | Leakage Survey, detection & repair        | - Assist in the survey, detection and repair of leaks on the network and gas measurement systems                       |

**2 OCCUPATIONAL SAFETY**

- |     |                        |   |
|-----|------------------------|---|
| 2.1 | General                | - Work in a safe manner and ensure that equipment is operated correctly and maintained to a high standard |
| 2.2 | Accident Investigation | - Report accidents, incidents and near misses and take appropriate action where required                  |

**3 GENERAL**

- |     |                |                                      |
|-----|----------------|--------------------------------------|
| 3.1 | Administration | - Complete all prescribed paperwork  |
| 3.2 | Training       | - Participate in training activities |

- 3.3 Plant & Equipment
  - Ensure plant and equipment is kept to an acceptable level of cleanliness and maintained in accordance with a set programme
  - Report damage or faulty plant and equipment to the Leading Technician
- 3.4 Policies & Procedures
  - Comply with all Company Policies and Procedures
  - Assist in the development and ongoing review of policies and procedures
- 3.5 Customer Service
  - Provide a high level of service to customers
  - Ensure that members of the public are treated with courtesy and are promptly attended to
- 3.6 Personal Presentation
  - Maintain a good standard of personal presentation
- 3.7 Hours of Work
  - The ordinary hours of work will be 40 hours per week.
- 3.8 After Hours Work
  - Available for attendance at an emergency and after hours work as required

**B. ABILITIES, COMPETENCIES AND PERSONAL QUALITIES**

- 1. Adaptability
  - Maintains effectiveness in varying environments and with different tasks, responsibilities and people. Adjusts quickly to changing environments and working conditions whilst maintaining acceptable levels of performance.
- 2. Communication
  - Expresses ideas effectively in written and oral communication with individuals and in group situations; presents ideas effectively to individuals and groups; excellent communication skills which will enable all instructions and information to be clearly understood by others in formal and informal situations. Clear and concise writing that can be easily understood.
  - Ability to effectively communicate with people from a variety of backgrounds and cultures.
  - Ability to be sensitive to the needs of others, including qualities such as tact, empathy and helpfulness.
- 3. Teamwork
  - Works in and facilitates the use of effective teams and teamwork; is able to contribute to the development of a team culture within the division and organisation.
- 4. Technology
  - Is conversant with relevant technology packages, computer hardware and has good knowledge of Microsoft software.

6. Organising and Planning

- Able to manage time to maximum advantage on a day-to-day basis, ensuring actions do not cause conflict with other employees' time.

**C. REQUIRED QUALIFICATIONS AND EXPERIENCE**

- Progressing to New Zealand Certificate in Reticulated Gas Pipelines (Level 3) as listed on the NZ Qualification Framework, followed by New Zealand Certificate in Reticulated Gas Pipelines (Level 4) or Network Leakage Response COC (COC12) of the GANZ Reticulated Gas – Competency Protocol (GIP-009).
- Required to hold a current driver's license

**D. PERSONAL QUALITIES**

- High level of personal integrity
- 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
- Able to work unsupervised
- Able to be resourceful, innovative and use own initiative as appropriate
- Ability to maintain an organised and uncluttered working environment
- Ability to work as part of a team
- Physically fit and healthy
- Characteristics of honesty, integrity and reliability
- Mechanical aptitude
- Willingness to up-skill
- Flexibility relating to prioritising daily work demands.
- High level of organisational skills and able to prioritise effectively
- Ability to handle difficult and irate customers in a controlled and courteous manner

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Position Holder

\_\_\_\_\_ Date \_\_\_\_\_  
Manager