



POSITION DESCRIPTION

Electrical Technician

Te Puia is located in Rotorua within the Te Whakarewarewa Geothermal Reserve and serves as the home of the New Zealand Māori Arts and Crafts Institute (NZMACI). Operating under the NZ Māori Arts and Crafts Vesting Act 2020, Te Puia is an iwi-owned organisation with a mission to protect, promote, and perpetuate Māori culture.

While visitor-related activities generate much of its revenue, Te Puia is deeply rooted in its cultural legacies, striving to uplift and sustain the traditions of Māori arts and crafts.

Te Puia is committed to fostering a supportive and growth-focused workplace. Employees are encouraged to thrive professionally and personally, with an environment that prioritises well-being, proactive support, and meaningful recognition for contributions.

Toitū te ahurea Māori – Leaders in uplifting Māori culture

Te Puia Values:

Tuku Iho We Share	We honour and uphold the knowledge, traditions and legacies passed down to us.
Tiaki We Protect	We protect and care for our people, place and culture – now and for generations to come.
Manaaki We Care	We uplift the mana of others through generosity, respect and care – ensuring everyone feels valued and seen.
Whakanui We Celebrate	We recognise and celebrate the achievements and contributions that strengthen our whānau and kaupapa.

Position Title:

Electrical Technician

Department:

Operations

Reports to:

Operations Manager

Direct Reports to Position:

Nil

Indirect Reports to Position:

Nil

Key Internal Relationships:

- Operations Team
- Visitor Experience Team
- IT Team
- Executive Management Team
- Extended Management Team
- People & Safety Team
- Finance Team
- All Te Puia Staff

Key External Relationships:

- Manuhiri
- Service Providers
- External Contractors
- External Hirers

Purpose of the Position:

To support the installation, maintenance, and repair of electrical systems, equipment, and associated components across our large geothermal site. The role also incorporates IT-related tasks, requiring the ability to work with networked devices, software-driven controls, and system interfaces.

This position requires strong diagnostic abilities, technical competence, and a proactive approach to problem solving. It involves working both independently and under supervision to ensure safe, reliable, and compliant electrical and IT operations.

As Te Puia moves toward more sustainable infrastructure – including solar, energy-efficient plant, mini-hydro, and wind generation – this role contributes to maintaining and supporting increasingly “smart” systems across the site.

Key Accountabilities:

Focus Area	Accountabilities
Electrical Systems	<ul style="list-style-type: none"> • Diagnose electrical problems and develop practical, effective solutions. • Install, maintain, and repair electrical systems, equipment, and related components. • Troubleshoot and repair faults in wiring, control circuits, and hardware (under supervision where required). • Support cable pulling, system terminations, and testing to verify continuity and functionality. • Apply a sound understanding of control systems, including PLCs, automation components, and basic networked devices. • Operate tools, equipment, and measurement gauges safely and accurately. • Support mechanical components associated with electrical systems.
AV & Lighting Systems	<ul style="list-style-type: none"> • Provide technical assistance across a wide range of audio-visual equipment within the various function spaces • Management of networked systems (e.g. Q-Sys) across our site and DMX / RGBW / Laser computer managed lighting systems and other smart technology.
IT & Technology Support	<ul style="list-style-type: none"> • Perform basic IT support related to electrical systems (e.g., system connectivity, firmware updates, device configuration). • Assist with the setup and maintenance of computer-based control interfaces, monitoring systems, and software-linked equipment. • Work collaboratively with the IT Department and 3rd-party contractors to support integrations and system upkeep. <ul style="list-style-type: none"> ○ Network switch vlan configuration ○ CAT 5/6a Ethernet connectivity
Site Systems & Infrastructure	<ul style="list-style-type: none"> • Includes support and maintenance across key Te Puia systems: <ul style="list-style-type: none"> ○ Building WOF requirements (emergency lighting) ○ Site infrastructure and distribution board maintenance ○ IT infrastructure and network identification ○ Electrical testing, tagging and safety compliance ○ Lighting systems – daylight cells, time clocks, relay switches ○ Computer-programmed systems (BMS, HVAC, specialty systems) ○ Specialist equipment (buffet units, extraction plant) ○ Electric vehicle testing (PMVs, ATVs) ○ Solar systems (Goodwee)

Health, Safety & Wellbeing	<ul style="list-style-type: none"> • Follow all workplace health and safety policies and procedures to help maintain a safe environment for employees and manuhiri. • Comply with safety requirements, identifying and reporting any hazards, incidents, or near misses as soon as practicable. • Be familiar with and adhere to emergency procedures (e.g. fire evacuation, first aid). • Correctly use safety equipment and personal protective equipment (PPE) as required. • Actively contribute to workplace health and safety initiatives, taking responsibility for personal safety and promoting a culture of wellbeing.
Additional Responsibilities	<ul style="list-style-type: none"> • Support organisational objectives by undertaking additional tasks as directed by senior management and adapting to evolving business needs. • Maintain flexibility and readiness to contribute to cultural and customer service needs.

Key Role Outcomes:

- Electrical and IT systems operate safely, reliably, and efficiently.
- Issues are diagnosed promptly and resolved with minimal disruption.
- Systems remain compliant with regulatory and internal standards.
- Strong collaboration with internal stakeholders and contractors.
- Infrastructure continues to evolve sustainably and smartly.

Person Specifications:

- Solid understanding of electrical principles, control systems, and automation.
- Ability to diagnose and resolve electrical and IT-related faults.
- Familiarity with networked devices and IP-based systems. (ICP/IP Knowledge, Ethernet and network switch vlan configuration)
- Competent use of hand tools, power tools, gauges, and diagnostic equipment.
- High mechanical aptitude and general technical capability.
- Ability to work autonomously with a proactive, can-do approach.
- Strong attention to detail and methodical problem-solving skills.
- Commitment to safe work practices and high-quality workmanship.
- Electrical qualification or apprenticeship (or working towards one).
- Experience in electrical installation, maintenance, or service work.
- Knowledge of relevant electrical standards and safety practices.
- Valid full NZ driver's licence.
- Electrical Service Technician (EST) preferred, with current EWRB practising licence.

- Genuine appreciation, understanding, or willingness to learn Māori culture, tikanga, te reo, and traditional practices.
- A passion for Te Puia's mission to be leaders in uplifting Māori culture, with the ability to ensure its people, values, and tikanga remain at the heart of the organisation.

Acknowledgement:

I confirm that I have read and understand the duties and responsibilities outlined for this role. I commit to performing my role in a manner that supports the success of Te Puia, contributes meaningfully to its growth and development, and upholds its core kaupapa, values, and objectives with integrity and dedication.

Name: _____

Signed: _____

Date: _____