

## TRAINEE TRACK WORKER Network Services

### **Purpose:**

As a new member of a KiwiRail maintenance team, you would be required to work efficiently in a team environment to carry maintenance, repairs, or renewals of the infrastructure asset using the appropriate methodology to complete the tasks.

Under the direct supervision and direction of the Track Ganger/Senior Track Maintainer the Trainee Track Worker is responsible for carrying out specified maintenance tasks in a safe, timely, and cost effective manner.

You will have On Job Training (OJT) by the ganger and senior Track Maintainer to ensure you are capable and competent in carrying out specific tasks such that eventually you will be able to carry out these unsupervised.

You will be required to attend classroom training to aid in your understanding and competency associated with the Trainee status.

Zero Harm is a crucial component of how KiwiRail operates and as such you will be expected to be fully engaged in safety, seeking clarity on issues and conditions you are not certain of, promoting discussion at Toolbox meetings and start up meetings, providing solutions to raised concerns where you believe you have a viable solution, where able to provide positive leadership in all aspects of your role and "walk the safety talk. ***You will have the courage to stop and ask for help*** in uncertain conditions ensuring you and your team are out of harm's way.

### **Dimensions:**

**Reports to:** On a day to day operational basis reporting to the Ganger but may be required to receive instructions from the Senior Track Maintainer

**Responsible for:** Personal safety  
Ensuring PPE is fit for purpose and worn at all times

**Location:** Local Depot or specified site – Some travelling/overnight stays may be required

**Internal Contacts:** Network Services Field and Office Staff  
Freight personnel where applicable

**External Contacts:** Contractors  
External Customers  
Members of the public

### **Key Accountabilities:**



## Track Activities

- Under supervision and direction carry out specified maintenance, repairs, or renewals of the infrastructure using the correct methodology fully compliant with codes and standards
- Under supervision learn to use hand tools to carry out maintenance and gain competency in their use
- Under supervision learn to maintain and operate Minor plant equipment to gain competency in their use
- Under supervision learn to complete forms and documents as and when required of your role within the correct timelines ensuring you clearly document your work activities
- Contribute and be engaged in team decisions and Tool Box meetings as part of your trainee learnings
- Ensure you understand who our customer is
- Display professional behaviour when dealing with, associated client personnel, sub-contractors and members of the public
- Such other duties and responsibilities as the Company may require from time to time within your trained capability (unless under supervision)

## Competency

- Achieve the competencies required to fulfil the requirements of the position including external, internal, and On The Job (OJT)
- Continue to up-skill as is required for the Track Worker role
- Look to advance to a Track Worker

## Zero Harm

- Under Supervision responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of competency
- Provide safety leadership for other rail employees, contractors, visitors, and members of the public within your work environment, and ensure that your personal safety is paramount
- As your training continues be actively engaged in identification, reporting and initial control of any safety or environmental hazard identified within your area, provide solutions where able to so mitigations and harm prevention are achieved, and where necessary report to your ganger or immediate manager if concerns are still there
- Be an active supporter of KiwiRail's health and safety requirements and provide active support within the team to ensure all team members engage in good safety practices, most importantly ask questions
- Report all accidents and incidents to your immediate ganger/supervisor immediately or where not possible within one hour

## Person Profile:

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Quick learner who understands concepts quickly</li> <li>• Actively promotes working as part of a team</li> <li>• Enjoys physical activity as part of their</li> </ul>	



working day <ul style="list-style-type: none"> <li>• Current Class 1 drivers licence</li> <li>• Ability to work outdoors in all weather</li> <li>• Ability to stay away overnight for extended periods</li> <li>• Ability to attend call back/outs when fully trained</li> <li>• A "Can Do" attitude</li> </ul>	
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**Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• NCEA Level 1 Maths and English, or equivalent</li> </ul>	

**Non Technical Skills:**

Observable Behaviours – that can be used to assess whether the skill is present.

<b>Situational Awareness:</b>
<p>The use of people, procedures, equipment and monitoring to obtain and maintain good awareness of the situation and our surroundings.</p> <ul style="list-style-type: none"> <li>• Access and retain relevant information</li> <li>• Attend to details</li> <li>• Manage distractions</li> <li>• Remain focussed</li> <li>• Anticipate risk</li> </ul>
<b>Teamwork and Communication</b>
<p>Co-operation, coordination and communication between members of a team to achieve desired outcomes. Communication to be open interactive and 'closed loop'.</p> <ul style="list-style-type: none"> <li>• Deliver messages effectively</li> <li>• Listen actively and clarify and confirm messages</li> <li>• Collaborate, share information and cooperate with others</li> <li>• Manage relationships</li> <li>• Own responsibilities</li> </ul>
<b>Decision Making and Action</b>
<p>The process of making a choice by identifying a decision need, gathering information, and assessing alternative solutions and actions.</p> <ul style="list-style-type: none"> <li>• Identify options</li> <li>• Prioritise action</li> <li>• Make timely decisions</li> <li>• Adapt to changes</li> <li>• Act with confidence</li> </ul>



## Task and Workload Management

Manage workload by preplanning, task allocation, delegation, prioritising to avoid a high overload situation.

- Assess and respond to situation
- Plan and resource work
- Make optimum use of time available
- Manage self
- Deliver plan

