



Field Production Manager (Traction - Elec)

Position Description – (Infrastructure)

Team:	Auckland Metro Traction	Location:	Auckland
Reports to:	Traction Production Manager		
Role Type:	Permanent		

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail, a proud State-Owned Enterprise, delivers sustainable and inclusive growth for our customers, communities, and people.

For more than 150 years, rail in New Zealand has connected communities, delivered freight and passengers around the country, and showcased our spectacular scenery to the world. Our purpose—Hononga Whaikaha, Oranga mo Aotearoa (Stronger Connections, Better New Zealand)—speaks to connection with our customers and the future needs of their businesses, connection with the communities we serve and operate in, and connection with each other. KiwiRail is carrying this legacy into the future, delivering connected rail and shipping transport services that create economic, social, and environmental value for New Zealand and New Zealanders.

Our Workplace

At KiwiRail, our values define the behaviour we expect from everyone. We have a team of over 4500 people, and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Safety, health, and well-being are our number one priority, ensuring our people return home safe and healthy every day.

About the Role

Purpose of the role

KiwiRail is in a phase of significant transformation to modernise and grow our Metro service in the Auckland region.

The position is responsible for providing practical, field-based leadership and decision-making to support safe, high-quality delivery of traction electrical maintenance and renewal activities. The role serves as the first point of reference for Leading Hands and field staff and acts as the key operational link between the delivery team and wider leadership, engineering, and planning functions.

You will be the first point of reference for Leading Hands and field staff needing practical field advice on job delivery and ensure the Leading Hands within your team are delivering the right quality work, safely and efficiently using agreed systems and methods. This role will support the Traction Production Manager and others, by ensuring they have oversight over the code work and portfolio of work, using technical experience and skillset to enable the success of progress milestones and job completion.

This role will demonstrate the KiwiRail Leadership Capability Framework Frontline Leader competencies, to build and lift team performance and ensure adherence to Codes, Standards and Rules.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk”

Key Accountabilities

Within the area of responsibility, this role is required to:

- Plan and Prepare the Traction Electrical team work; Isolation, Stand by, Maintenance and Project works.
- Ensure the work is properly documented and delivered in a safe and efficient manner.
- Work with the Traction Production Manager to plan the Isolation delivery and be able to report on it.
- Actively and accurately report on the planning and performance of your team.
- Develop, publish and maintain the team roster and review the Digital Time Sheet of your Traction Electrician team members in a timely manner.
- Lead and embed strong leadership within your own team that drives increased capability, performance, engagement and diversity.
- Develop and integrate an improved planning, certification and approvals framework and system.
- Liaise with relevant disciplines and to agree upon a plan for support and or delivery of works.
- Ensure work is planned with safety at the forefront.

Key challenges

- Ensure the Overhead Catenary System discipline code remains compliant.
- Achieve improvement in the safety, quality and efficiency of work your team performs on site.
- Lead HR processes, including disciplinary processes, in a timely manner.
- Working in collaboration with Field Production Manager - Night to ensure seamless and effective leadership support for the front line Traction teams.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Production Managers		✓	✓	
	Field Production Managers and Teams		✓	✓	✓
	Work-bank Planners/Schedulers			✓	✓
	Field Asset Engineers		✓	✓	✓
	Traction electrician teams	✓			✓
	STE Team			✓	✓
	Protection Team			✓	✓
	PDT Team			✓	✓
	Plant Fitters				✓
	Train Control, 155 and Authorities				✓
	Linehaul Service Managers				✓
	Inventory and National Resources Team			✓	✓
	Safety, Health, and Wellbeing				✓
	Training Co-ordinator/L&D				✓
	Human Resources & Talent Acquisition			✓	✓
	Payroll			✓	✓
	Communications Team			✓	✓
	Inventory and National Resources Team			✓	✓
Customers				✓	
External	Contractors				✓
	Members of the Public		✓		✓
	3 rd Parties (Land owners, Regional Council, Transit, etc.)		✓		✓

What you will do to contribute

Health Safety and Wellbeing

- Implement safety procedures and ensure team compliance
- Ensure the Overhead Catenary System discipline code remains compliant.
- Analyse workplace risks and develop mitigation strategies
- Promote a culture of safety and wellbeing within your team
- Respond effectively to safety incidents and near-misses
- Support team members' physical and mental health
- Report all hazards and incidents/accidents/environmental within 1 hour to your manager and according to the processes, escalate where appropriate and act promptly in recording into ORA
- Assist with Incident Investigations as required including taking statements and producing reports.
- Attend HSAT meetings and assist with Risk Assessments & JSA reviews
- Assessing site readiness and determining if works can proceed safely and effectively within available access and isolation constraints
- Monitoring compliance with approved work methods and isolation procedures, and intervening where corrective action is needed
- Adhere to KiwiRail's health and safety requirements and take responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.
- Ensure safety inductions/audits in and around workplace are carried out and records are documented and kept on file.
- Keep up-to-date with all safety bulletins, and changes to codes and practices.
- Help the structures team to understand and deliver their Zero Harm accountabilities and champion the Care & Protect value.
- Lead regular toolbox meetings to ensure SHE information & alerts are clearly conveyed to and understood by team members
- Will be required to work nights on occasion.

Customer Focus

- Provide a positive customer experience
- Support a customer-focused culture at KiwiRail
- Know our services well and explain them to customers
- Respond quickly to customer needs
- Develop solutions to meet customer requirements
- Solve complex customer issues
- Work with colleagues to improve customer outcomes

High Performing Teams Skills

- Set clear performance standards aligned with KiwiRail's goal
- Build a supportive and cooperative team environment
- Provide timely and constructive feedback
- Actively seek diverse perspectives in problem-solving
- Identify opportunities for coaching and mentoring

Commercial Acumen

- Plan and monitor resource allocation to achieve team objectives
 - Consider financial implications when making recommendations and decisions
-

-
- Work with suppliers to ensure quality outcomes
 - Recognise how financial decisions impact KiwiRail's overall position
-

Production Planning Activities

- Making decisions on field-level job planning, resource allocation, and sequencing of tasks to meet safety and delivery requirements
 - Assist the Traction Field Engineer in developing the rolling out of tools to teams, seeking feedback, and providing updates to the Field Engineer Team.
 - Assist the Traction Field Engineer with scoping works by providing practical field experience
 - Along with the Traction Production Manager, provide practical field-experienced input to the Traction Field Engineering team contributing to the development of the MAJR renewals plan in regard to scope and duration including safety.
 - Liaise with relevant disciplines to agree upon a plan for support and delivery of works.
 - Attend the daily operational planning and review meeting as the primary contact point for our customers
 - Monitor the effective delivery of Isolation to the customer and restoration of power.
 - Escalating or resolving issues identified on site, including unplanned scope changes or technical challenges
 - Contributing practical field knowledge to assist with the development of scope, methodology, and duration of upcoming renewal and maintenance activities
 - Provide feedback to Isolation Planners if you identify opportunities for improvements in isolation planning, and be prepared to report to the wider Auckland Metro teams regarding isolation activities.
 - Responsible for the detailed planning of work orders.
 - Organise the day-to-day activities for your team and ensure this is communicated to the Leading Hands to execute.
 - Responsible for gathering information from field staff in relation to any required improvements to safety, efficiency and delivery to the customer, and implement changes accordingly.
 - Identify & secure requirements for each Block of Line.
 - Work with the Protection Team to ensure TAR (track access request) forms have been submitted to Network Authorities within accepted timeframes
 - Apply for the appropriate permit for each job, in a timely manner.
 - Ensure support requests from other work groups are processed promptly.
 - Order and prepare the material and associated information for the planned work.
 - Assist the Traction Field Engineer in the assessment of the Stock list requirements.
 - Responsible for liaising with/arrange for other contractors or engineering resources to support the delivery of works as required
 - Manage your team roster ensuring the correct rostering and consultation processes are adhered to.
 - Responsible to ensure the provision of resources for callouts / take phone calls after hours.
-

- Work with the Traction Maintenance and Isolation supervisor to effectively deliver planned work, utilising the staff numbers and competency available on any given shift.
- Understand the ESO requirements and ensure appropriate resource allocation.
- Ensure the yard and vehicles are safe and maintained in good condition to manage any risk to service delivery.
- Responsible for assisting the Traction Competency Lead in the monitoring of the competency of your team and ensure that your team members are competent to perform the planned work.
- Assist the Plant Fitter to ensure vehicles/minor plant and equipment are maintained and hold current 155 certification.
- Other task as required by the business and the Traction Production Manager.

Production Review

- Provide technical experience at works end and milestones to ensure jobs are done properly and will be ready for hand back into the systems
- Assisting the Traction Production Manager in monitoring progress against planned milestones and identifying risks to programme delivery
- Identify any necessary re-work and ensure work is delivered to correct standards.
- Validate the accuracy and reasonableness of shift reports submitted by Supervisors and Leading Hands.
- Assist the Traction Production Manager with interpreting shift reports and driving performance.
- Assist the Traction Production Manger to identify improved methods of delivery including recommending new plant and equipment.
- Participate in working groups to enable continuous improvement
- Review KPIs and regularly and be accountable to these.
- Keep record of the ESC CoC and RoI

Financial / Data / Asset Management

- Responsible for ensuring jobs are delivered in full, on time, within spec to approved budget
- Responsible for ensuring all associated documentation is correctly completed and attached to work order.
- Responsible for reviewing & approving invoices from contractors / suppliers for payment.
- Responsible for ensuring all costs are correct, accounted for and processed prior to moving job status to Field Comp/Comp in Maximo
- In conjunction with the Traction Production Manager, quickly and effectively deal with expenditure discrepancies e.g. KiwiRail Fuel cards and Credit Cards
- Ensure you clearly document your work activities and established files are clearly identified so others can find them.
- Monitor and maintain tools, consumable and vehicles.
- All records are to be kept in KiwiRail's filing system, both electronic and hard copy systems including emails.

Leadership Accountability

- Taking personal ownership to ensure work is done effectively and completed on time.
 - Build teams that want to learn and lift their performance in a working environment which encourages:
-

- Trust
 - Constructive conflict
 - Commitment
 - Personal accountability
 - Delivery of results
 - Communicate a set of constructive expectations for all team members to follow (this is how we do things in this team).
 - Ensure expectations are agreed to by all team members, that they are relevant, understood and known by all.
 - Providing coaching and feedback to people in your team.
 - Act as a leader in Tool Box Meetings, HSATs etc and promote Kiwirail values.
 - Working in collaboration with Field Production Manager - Night to ensure seamless and effective leadership support for the front-line Traction teams.
 - Be directly responsible to Coach and Mentor Supervisors and Leading Hands to help them;
 - Provide coaching and mentoring to the team
 - Set up each team members' training and competency plans.
 - Ensure on the job training is carried out and all staff OJT records are verified.
 - Responsible for recommending recruitment appointments.
 - Responsible for ensuring track staff competencies & medicals are current and reviews and re-validations managed before overdue.
 - Work with Training Co-ordinator to schedule courses and ensure your staff attend.
 - Work with the Training Co-ordinator to develop and improve the Career Progression Plan (CPP) applicable to your staff.
 - Ensure accuracy of timesheet completion and alignment to planned and delivered work and approve the timesheets in a timely manner in time for the payroll cut off.
 - Quickly and effectively deal with performance-based issues
 - Manage performance in a way that provides staff with a clear understanding of performance and the behaviours expected of them in carrying out their role.
 - Lead HR process, including disciplinary processes, in a timely manner.
 - Manage resource coverage in conjunction with other teams and the Traction Production Manager.
 - Ensure compliance with all Employment Legislation, Employment Agreements and the KiwiRail Human Resources Policies, Procedure and Guidelines and any other relevant legislation.
 - Provide cover for other Field Production Managers where required.
-

Decision Making

The position is accountable for providing practical, field-based leadership and decision-making to support safe, high-quality delivery of traction electrical maintenance and renewal activities. The role serves as the first point of reference for Leading Hands and field staff and acts as the key operational link between the delivery team and wider leadership, engineering, and planning functions.

Key decision-making requirements of the position include:

- Making decisions on field-level job planning, resource allocation, and sequencing of tasks to meet safety and delivery requirements
- Assessing site readiness and determining if works can proceed safely and effectively within available access and isolation constraints
- Escalating or resolving issues identified on site, including unplanned scope changes or technical challenges
- Monitoring compliance with approved work methods and isolation procedures, and intervening where corrective action is needed

Human Resources Delegations	People Leader
Direct reports	12
Finance Delegations	TBA
Budget (operating and capital)	TBA
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is physically demanding and requires:

- extended periods of standing and walking while performing manual tasks
- regular lifting and carrying of items weighing up to 20 kg independently
- working in various weather conditions and environments
- Occasional lifting of items up to 45 kg with assistance or equipment
- ability to work in confined spaces and at heights using ladders/lifts
- capability to respond to emergency callouts and work extended shifts
- manual dexterity and hand-eye coordination for operating tools/equipment
- protective equipment usage including safety boots, hard hats, eye/ear protection
- prolonged sitting and high computer usage
- carrying of laptop and paperwork when alternating between home and office

Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.



About you

Knowledge and experience

- Substation knowledge and experience.
- Management and organisation experience
- Knowledge of the Electrical Act 1992
- Knowledge of the Electrical Safety Regulation

Ways of working / Work-related qualities

- Ability to lead and mentor.
- Able to work autonomously.
- Strong organisational, interpersonal and influencing skills.
- Able to prioritise conflicting demands.
- Project management skills.
- Strong research and analytical skills.
- Sound written and oral communication skills.
- Relate well to field staff.

Qualifications

You need:

- Tertiary qualification in engineering is desirable.
- Hold an EWRB Registration or obtain this on commencement.

**CREATING
STRONGER
CONNECTIONS**