



Field Production Manager (Traction - Night)

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.

This position is responsible for overseeing the safe and effective delivery of night-time Traction infrastructure activities across the Auckland Metro network. The role provides operational leadership to field teams, manages resource deployment, and ensures compliance with safety standards and planned work scopes. As the most senior Traction Production representative during night hours, the Field Production Manager – Night Shift is the key escalation point for coordination, decision-making, and incident response across Traction disciplines.

You will be the first point of reference for Supervisors and Leading Hands and field staff on night shift, needing practical field advice on job delivery and ensure the Supervisors and Leading Hands within the night shift team are delivering the right quality work 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.

You will be the key link between the ground teams and wider Traction leadership at night.

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:

- Lead your team and the night shift staff to deliver the Traction team work; Isolation, Maintenance and Project work.
- 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.
- Provide information and support to the Field Production Manager (Traction – Elec) and the Field Production Manager (Traction – OLE) regarding the rosters, timesheets, staff performance and conduct issues.
- 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 to agree upon a plan for support and delivery of works.
- Enable and ensure the team work safely and effectively at night.

Key challenges

- Leading the Traction nightshift field teams that report into the Field Production Manager (Traction – OLE) and Field Production Manager (Traction – Elec).
- Organising the delivery of Isolation, OLE and Electrical Work at night.
- Reporting on delivery performance and identifying improvement opportunities.
- Identify, report and monitor the access and Isolation delays providing information to the Field Production Managers on day shift so that they can address the issues where required.
- Working in collaboration with Field Production Managers on day shift 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			✓	✓
	Gangers and Other Track gangs	✓			✓
	STTE Team			✓	✓
	Protection Team			✓	✓
	PDT Team			✓	✓
	Plant Fitters				✓
	Train Control, 155 and Authorities				✓
	Linehaul Service Managers				✓
	Inventory and National Resources Team			✓	✓
	Zero Harm				✓
	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	<ul style="list-style-type: none"> • Implement safety procedures and ensure team compliance • 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 confirming conditions are safe and compliant before work begins, including verification of isolations, access, and protection • Escalating issues to on-call managers or support roles where risks to delivery, safety, or the network are identified • Responding to unplanned events (e.g. asset failures, weather, safety incidents), including initiating stop-work or modified work plans where required • Supporting compliance with safety systems, field communication protocols, and accurate reporting of night shift activities and issues • 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 days on occasion.
Customer Focus	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> Identify opportunities for coaching and mentoring
Commercial Acumen	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. Monitor the effective delivery of Isolation to the customer and restoration of power, and provide feedback to Isolation Planners if you identify opportunities for improvements in isolation planning. Making operational decisions to manage work delivery across multiple sites, including prioritising activities, adjusting sequencing, and reallocating resources as required Coordinating across disciplines (e.g. Signals, Track, Protection, ISD) to resolve site clashes, access conflicts, or emergent constraints Acting as the interface with Train Control, Protection and ISD to manage access and hand back readiness Verifying that hand back procedures are completed safely and that all worksites are cleared and fit for traffic prior to the start of train running Organise the day-to-day activities for your team and ensure this is communicated to the Supervisors and Leading Hands to execute. Responsible for gathering information from field staff in relation to any required improvements to safety, efficiency and delivery to 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 Ensure support request from other work group are processed promptly. Order and prepare the material and associated information for the planned work. Provide information to the Procurement team regarding the usage of stock items. Responsible for liaising with/arrange for other contractors or engineering resources to support the delivery of works as required 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 number and competency available on any given shift.

	<ul style="list-style-type: none"> • Ensure the yard and vehicle 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 staff 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 tasks as required by the business and the Traction Production Manager.
Production Review	<ul style="list-style-type: none"> • Provide technical experience at works end and milestones to ensure jobs are done properly and will be ready for hand back into the systems • 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 Manager 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.
Financial / Data / Asset Management	<ul style="list-style-type: none"> • 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 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, consumables and vehicles. • All records are to be kept in KiwiRail's filing system, both electronic and hard copy systems including emails.
Leadership Accountability	<ul style="list-style-type: none"> • Leading the Traction field delivery teams across the Auckland Metro at night. • 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: <ul style="list-style-type: none"> • Trust • Constructive conflict • Commitment • Personal accountability • Delivery of results

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- 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.
 - Providing direction and real-time support to Leading Hands, Supervisors and work crews to resolve operational or technical challenges
 - 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.
 - Ensure accuracy of timesheet completion and alignment to planned and delivered work.
 - 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.
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Decision Making

This position is responsible for overseeing the safe and effective delivery of night-time Traction infrastructure activities across the Auckland Metro network. The role provides operational leadership to field teams, manages resource deployment, and ensures compliance with safety standards and planned work scopes. As the most senior Traction Production representative during night hours, the Field Production Manager – Night Shift is the key escalation point for coordination, decision-making, and incident response across Traction disciplines.

Key decision-making requirements of the position include:

- Making operational decisions to manage work delivery across multiple sites, including prioritising activities, adjusting sequencing, and reallocating resources as required
- Assessing site readiness and confirming conditions are safe and compliant before work begins, including verification of isolations, access, and protection
- Providing direction and real-time support to Leading Hands, Supervisors and work crews to resolve operational or technical challenges
- Escalating issues to on-call managers or support roles where risks to delivery, safety, or the network are identified

Human Resources Delegations	People Leader
Direct reports	2 (plus Traction staff that are on night shift)
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
- 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

- Railway knowledge and experience.
- Management and organisation experience
- OLE knowledge and experience in installation and maintenance.
- 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 desirable
- Hold an EWRB Registration or obtain this on commencement.

**CREATING
STRONGER
CONNECTIONS**