



## Traction Production Manager

### Position Description – (Infrastructure)

<b>Team:</b>	Auckland Metro Traction	<b>Location:</b>	Auckland
<b>Reports to:</b>	Traction Delivery and Assurance Manager		
<b>Role Type:</b>	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 undergoing a period of significant transformation, focused on modernising and expanding our Metro services in the Auckland region. As part of this, we are seeking a capable and people-focused leader to take up the role of Traction Production Manager.

This role is responsible for leading the Traction field delivery teams, including multiple Field Production Managers (FPMs), to ensure the safe, efficient, and high-quality execution of traction services across the Auckland Metro network. These services include overhead line isolations, electrical safety observer functions, standby support, preventative maintenance, and support to capital project works.

As a technical people leader, the Traction Production Manager will champion a strong safety culture, drive operational performance, and build a high-functioning and engaged team. You will ensure the teams have clear direction, are well-supported, and have the tools and structure needed to perform. While engineering quality oversight is provided by the Traction Field Engineering team, you will be accountable for the day-to-day safety, culture, and delivery performance of your workforce.

This role is a key connection point between the traction field delivery teams and internal and external stakeholders, including other infrastructure disciplines and project delivery teams. You will also be responsible for establishing performance monitoring tools and work tracking processes to enable continuous improvement in safety, efficiency, and productivity.

You will be expected to lead by example, consistently demonstrate KiwiRail's Frontline Leadership Capabilities, and actively contribute to a high-performing, inclusive, and safety-first work environment.

### Key Accountabilities

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

- Lead and support Field Production Managers to ensure traction work is planned, prepared, delivered, and documented effectively
- Ensure the safe and efficient delivery of traction field activities across isolation, ESO, standby, maintenance, and project works
- Champion and maintain a strong health and safety culture, ensuring all work meets internal safety standards and national electrical codes
- Collaborate with other infrastructure and project teams to ensure seamless and conflict-free field delivery
- Provide ongoing leadership and development for frontline teams, building technical capability, accountability, and team engagement
- Implement and monitor work tracking and performance systems to support real-time reporting, compliance, and continuous improvement
- Ensure long-term work planning aligns with business priorities and that resourcing, certification, and access planning is in place
- Work closely with the Traction Delivery and Assurance Manager and the Auckland Infrastructure Manager to provide performance insights and report on team activities and outputs
- Support incident response and lead coordination of traction resources as required
- Handle performance management and HR matters in partnership with Field Production Managers

### Key challenges

- Maintaining a clear operational view across day and night shifts to provide effective direction and oversight
- Ensuring ongoing compliance with Codes, Standards, and Safety Rules across both overhead catenary and electrical systems
- Supporting collaboration and consistency across Field Production Managers and delivery teams

- Driving improvements in safety, productivity, and delivery quality through structured planning and team engagement
- Managing competing operational priorities while upholding safety and delivery standards

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Auckland Infrastructure Manager		✓	✓	✓
	Traction Delivery and Assurance Manager		✓	✓	✓
	Traction Competency Lead			✓	✓
	Other Metro Region Traction Staff			✓	✓
	Traction Trainer	✓	✓	✓	✓
	Corridor Access Coordinator		✓	✓	✓
	HSE Coordinator		✓	✓	✓
	Operational Safety Coordinator		✓	✓	✓
	Purchasing and Inventory team		✓	✓	✓
	Network Performance team		✓	✓	✓
	HR & Training team		✓	✓	✓
	Property Team			✓	✓
	Safety, Health and Wellbeing		✓	✓	✓
External	Contractors and subcontractors	✓	✓	✓	✓
	External Electrical Industry Regulators		✓	✓	✓
	Local Community		✓	✓	✓
	RMTU Representatives			✓	✓

## What you will do to contribute

<b>Health Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Implement safety procedures and ensure team compliance</li> <li>• Analyse workplace risks and develop mitigation strategies</li> <li>• Promote a culture of safety and wellbeing within your team</li> <li>• Respond effectively to safety incidents and near-misses</li> <li>• Support team members' physical and mental health</li> <li>• Ensure safety is the first priority of all your rail employees on the national rail system.</li> <li>• Provide appropriate and sustainable resources for compliance with the rail safety system.</li> <li>• Ensure compliance with rail safety system standards, procedures and statutory requirements within your area of responsibility.</li> <li>• Responsible for your own safety and for providing a safe work environment for all KiwiRail employees, customers, contractors, suppliers, visitors and the community in your area of responsibility.</li> <li>• Responsible for the reporting and initial control of any safety or environmental hazard or incident identified by you or brought to your attention.</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Provide a positive customer experience</li> <li>• Support a customer-focused culture at KiwiRail</li> <li>• Know our services well and explain them to customers</li> <li>• Respond quickly to customer needs</li> <li>• Develop solutions to meet customer requirements</li> <li>• Solve complex customer issues</li> <li>• Work with colleagues to improve customer outcomes</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>• Set clear performance standards aligned with KiwiRail's goal</li> <li>• Build a supportive and cooperative team environment</li> <li>• Provide timely and constructive feedback</li> <li>• Actively seek diverse perspectives in problem-solving</li> <li>• Identify opportunities for coaching and mentoring</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>• Plan and monitor resource allocation to achieve team objectives</li> <li>• Consider financial implications when making recommendations</li> <li>• Understand and comply with procurement guidelines</li> <li>• Work with suppliers to ensure quality outcomes</li> <li>• Recognise how financial decisions impact KiwiRail's overall position</li> </ul>
<b>Operational Planning</b>	<ul style="list-style-type: none"> <li>• Provide support to the Field Production Managers</li> <li>• Develop and maintain the long-term Plan for maintenance and projects</li> </ul>

- Understand and develop strong and connected relationships across the integrated regional team, with key customers, unions and other stakeholders, ensuring customer operational and delivery requirements are met.
- Monitor the plan versus actual achievement to ensure work is completed within relevant time frames
- In conjunction with the Traction Engineering and Asset Manager and/or the Traction Delivery and Assurance Manager, approve emergency and corrective maintenance work orders.
- Develop and implement solutions to improve quality in the delivery of works and gain safety and efficiency in the delivery of work
- Oversee the planning of the Electrical Safety Observer service through support to the relevant FPM
- Oversee the Isolation delivery through support to the relevant FPM
- Facilitate the prompt action and solutions for planning conflicts that arise.
- Develop the KPIs in relation to access time and monitor the teams progress against them.
- Provide practical field-experienced input to the Field Production Managers and 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 or delivery of works, including engagement with outsourcing contractors when required.
- Accountable for the maintenance of tools, consumables and company vehicles.
- Understand the resources needed to deliver work safely, efficiently and effectively.
- Focus planned maintenance work to deliver service KPI's and to operate the Traction network to specification.
- Drive work planning process change through the Traction team ensuring that the new processes meet the needs of the area as well as the requirements of Sirius.
- Monitor the efficiency of the planning process and implement any identified improvements.
- Work with the Traction team to plan maintenance work out to 3 months in advance
- Review work orders in the database and decide if a number of maintenance activities can be packaged together to become capital work.
- Assist with job scoping and planning of large or difficult jobs.

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#### **Project Contractor Management**

- When required Project Manage Traction renewal projects in conjunction with selected contractors ensuring that timelines and key milestones are established and agreed to.
  - Assist in Traction design – including review of designs for renewals work when required by the Traction Engineering team
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<b>Operational Performance</b>	<ul style="list-style-type: none"> <li>• Ensure contractors are carrying out renewal activity to budget and to the agreed engineering design specifications.</li> <li>• If required monitor contractor and supplier performance through quality audits and regular review of project plans.</li> <li>• Keep key stakeholders informed of project progress and ensure they are consulted with in regards to project programmes and service disruptions.</li> </ul>
<b>Delivery of Work</b>	<ul style="list-style-type: none"> <li>• Continue to move the Traction team from reactive maintenance to planned preventative maintenance ensuring that unplanned or emergency maintenance work is kept to a minimum.</li> <li>• Work with the Leading Traction Electrician to ensure that planned work is being scheduled for delivery at the best possible time taking into consideration the availability of materials, plant, staff and track access.</li> <li>• When required work with other managers to resolve conflicts with scheduled work.</li> <li>• Work with Senior Traction staff to manage the traction teams to ensure that they are safely:               <ul style="list-style-type: none"> <li>○ Delivering work to the agreed plan and schedule</li> <li>○ Documenting any variance from the plan or schedule</li> <li>○ Delivering work to the approved budget</li> <li>○ Maintaining quantity of output</li> <li>○ Work is completed to a high quality and meets the appropriate codes and standards</li> </ul> </li> <li>• Ensure that track closure, power outage isolations and re-commissioning following maintenance, capital works and emergency response rectification is performed.</li> <li>• Represent and consultation in the various Metro Performance forums, together with KiwiRail Engineering, Traction Control Room, etc.</li> </ul>
<b>Audit and Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure that all relevant inspections and tests are performed in compliance with Traction engineering and statutory requirements before maintenance activities or capital works projects are accepted and handed back for rail operations to commence.</li> <li>• When required work with the Traction Operations Engineer or Leading Traction Electrician to undertake engineering inspections and sign off of maintenance work.</li> <li>• Carry out audit checks to ensure that all work has been performed in accordance with policies, procedures, codes, specifications, drawings and work instructions.</li> <li>• Review and monitor "Hot Spots" regularly.</li> <li>• Keep record of the ESC CoC and RoI</li> <li>• Ensure all drivers do not breach the work time provisions as prescribed in the KiwiRail fatigue management plan endorsed by the NZ Transport Agency and the Land Transport Act 1998, work time and Logbooks 2007.</li> <li>• Carry out asset information audits in conjunction with the Traction Operations Engineer and Leading Traction Electrician to ensure that information coming back from the field is correct.</li> </ul>
<b>Emergency Work and Investigations</b>	<ul style="list-style-type: none"> <li>• Working within the delegated authority of the role, attend and manage all major emergency response incidents. When required act as Rail Incident Controller (RIC).</li> </ul>



	<ul style="list-style-type: none"> <li>• Conduct accident investigations and provide appropriate reports.</li> <li>• Review all accident and incident reports and ensure that they are completed in full with assigned responsibilities and appropriate corrective actions.</li> </ul>
<b>Asset and Engineering Data and Analysis</b>	<ul style="list-style-type: none"> <li>• Perform engineering analysis on Traction asset information and condition ratings in the asset database to help form a view on what maintenance work needs to be undertaken.</li> <li>• Monitor Traction asset condition and work with the Traction Operations Engineer and Leading Traction Electrician to prioritise work.</li> <li>• Ensure that data from engineering analysis is used to determine what activities need to take place and in what priority order.</li> <li>• Monitor and manage the Traction asset condition data through Sirius, ensuring that fault and maintenance entries are actioned and cleared.</li> <li>• Monitor the accuracy of Traction asset information entered into the Sirius and SAP, ensuring the quality and timeliness of the information being entered.</li> <li>• Ensure that asset information coming back from the work gangs is complete and correct.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Improve productivity by ensuring key staff attends leadership training, benchmark current team's productivity against other internal areas/teams, improve planning and better use of equipment and resources.</li> <li>• Create a work environment that encourages innovation, initiative, ownership of problems and engagement in the business and the preferred culture.</li> <li>• Take ownership and responsibility for improved planning, data collection and work inspection / audit processes in conjunction with Planner/Schedulers and senior traction staff.</li> <li>• Lead investigations and disciplinary processes for alleged misconduct or serious misconduct of staff.</li> <li>• Ensure that there is compliance with all Employment Legislation, Employment Contracts and the KiwiRail Human Resources Policies, Procedure and Guidelines and any other relevant legislation</li> <li>• Manage performance in a way that provides staff with a clear understanding of their objectives and the performance and behaviours expected of them while carrying out their role.</li> <li>• Assist with the management of poor performance through performance improvement plans (PIP's).</li> <li>• Ensure staff development takes place by providing appropriate and targeted training and development opportunities as required.</li> <li>• All development will be in relation to the role the employee does or KiwiRail operations.</li> <li>• Provide cover for the Field Production Managers where required.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Regularly report to the Signals, Traction, Telecommunications and Electrical Manager on the progress of maintenance (planned versus actual maintenance) and other works, identifying any variances or problems.</li> <li>• Prepare compliance reports for the Traction Engineering team with the input of the Traction Operations Engineer.</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>• Ensure you are aware of the policy and procedures around the creating, maintaining and destruction of records.</li> <li>• Assign recordkeeping responsibilities and ensure staff are aware of who is responsible for records in your area.</li> </ul>

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- Ensure no records are altered, transferred or destroyed before the disposal date or without authorization
  - All records are to be kept in the relevant filing system, including emails.
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## Decision Making

The position is accountable for overseeing the safe and effective delivery of traction maintenance and isolation activities. This includes leading the Field Production Managers and their respective teams, and making operational decisions that ensure safety, compliance, and delivery to plan.

Key decision-making requirements of the position include:

- Prioritising and scheduling traction maintenance and isolation activities in alignment with access windows and project demands
- Allocating resources and field staff to meet future work programme requirements while managing aspects such as fatigue and competency
- Supporting the Field Production Managers to make real-time operational decisions to support safe work delivery and resolve on-site issues or conflicts
- Assessing risk and approving work plans to ensure safety compliance, particularly in relation to OHLE and electrical rules
- Supporting incident response decisions involving traction assets, including the deployment of field resources and coordination with Train Control and Protection
- Authorising changes to field activity plans based on network conditions, weather, or unplanned events
- Providing leadership and guidance to Field Production Managers and field production teams to support a high-performance, safety-first culture

<b>Human Resources Delegations</b>	People Leader
<b>Direct reports</b>	3 (total staff reporting, approx. 40)
<b>Finance Delegations</b>	TBA
<b>Budget (operating and capital)</b>	TBA
<b>Travel Delegations</b>	Nil
<b>Statutory powers</b>	Nil

## Physical demands and the nature of work

This role is both administration and field based and requires:

- Prolonged sitting and high computer usage
- Limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- Carrying of laptop and paperwork when alternating between home and office
- Limited lifting of up to 7 kg archive boxes

Field work 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
- Occasional lifting of items up to 45 kg with assistance or equipment
- Working in various weather conditions and environments
- Exposure to mechanical equipment, electrical systems, vibration and noise

- 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

*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

- Previous experience of Railway Electrical Traction work at a maintenance level **OR** Experience in the maintenance or management of substantial heavy electrical plant or power distribution systems
- Previous experience in managing a large team of staff preferably in the heavy electrical industry.
- Proven financial management experience with budgets
- Excellent knowledge of asset management
- Excellent knowledge of planning processes from the job planning stage through to sign off and audit.
- Proven experience in delivery infrastructure maintenance or renewals work.
- Incident investigation experience.
- A working knowledge of Microsoft packages including Word, Excel and MS Project

#### Desirable:

- Rail Traction engineering technical skills
- Experience with asset data analysis and trending.
- Experience working with SAP
- Experience working with an asset management system.
- Proven experience delivering Traction specific maintenance or renewals work.
- Experience with Rail investigation processes.
- Engineering operations management experience.

### Ways of working / Work-related qualities

- You are a values-based, empowering and inclusive leader
- You personally lead safety
- You communicate clearly and effectively.
- You foster a culture of continuous improvement, encouraging innovation and proactive problem-solving.
- You have a collaborative approach
- You value diversity and help create an inclusive workplace.
- You drive accountability, setting high standards and ensuring follow-through on commitments.
- You prioritise safety and performance, embedding these values in all aspects of team operations.
- You are computer literate

### Qualifications

#### Desirable:

- Tertiary qualification in engineering with relevance to Railway Traction and/or Electrical Engineering and Management
- Registered Electrician, Electrical Engineer or Electrical Inspector class of NZ Electrical Registration

**CREATING  
STRONGER  
CONNECTIONS**

The KiwiRail logo, featuring the word "KiwiRail" in a bold, sans-serif font, followed by a stylized graphic of a kiwi bird's tail feathers.