

Project Engineer - Substructure Care (Drainage)

Position Description

Team:	Asset Integrity and Transformation	Location:	Auckland
Reports to:	Project Manager – Substructure Care		
Role Type:	Secondment/Fixed Term		

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people.

For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

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. *Health, safety and wellbeing is our number one priority. Good safety is good business.*



About the Role

Purpose of the role

KiwiRail is in a phase of significant transformation to modernise and strengthen Aotearoa New Zealand's metro rail network. We're enhancing and modernising our network maintenance to support more frequent passenger services, faster journey times, and increased freight capacity.

The Network Readiness team is the spearhead of our interconnected Metros business, delivering best-in-class safety, consistent service performance, and driving innovation to meet stakeholder and customer obligations. As a standalone business unit aligning Auckland and Wellington operating models, we are committed to intelligent, preventative maintenance supported by sustainable funding. Through a transformation plan focused on safety, intelligence, automation, mechanisation, and asset management, we will meet network capacity demands, generate above-rail revenue, consistently achieve Delivery in Full, on Time (DIFOT) targets, and ensure service levels of excellence across the network by 2030.

The Project Engineer – Substructure Care (Drainage) supports the development and delivery of a data-driven drainage maintenance strategy for the Auckland Metro network. Working with the Project Manager, engineering disciplines, maintenance teams, contractors and other stakeholders, the role analyses inspection and asset-condition data, helps define intervention priorities and thresholds, develops scopes and work packages, supports procurement and contract administration, and contributes to field trials and delivery planning. The role monitors safety, cost, programme, quality, risks and benefits, resolves technical and site issues, and supports the transition from reactive drainage maintenance to a planned and predictive approach that improves track performance, resilience and whole-of-life asset outcomes. The position requires personal accountability for assigned work and availability to support drainage inspections and interventions during both day and night shifts.

Key Accountabilities

Within the area of responsibility, this role is required demonstrate exceptional support of:

- Develop and support delivery of the drainage maintenance strategy, including detailed plans, intervention thresholds, task instructions and maintenance processes.
- Analyse drainage inspection and asset-condition data to assess network condition, determine priorities and support evidence-based interventions.
- Maintain accurate drainage asset information, including updating records, validating data and supporting its transfer into the central asset database and GIS platform.
- Develop scopes, work packages and delivery plans for drainage maintenance, field trials and intervention activities across the Metro network.
- Coordinate with engineering, infrastructure, protection, Civils and Track Maintenance teams to support practical and integrated delivery outcomes.
- Monitor and report on project performance, including safety, cost, programme, quality, risks, benefits, productivity and financial performance.
- Support procurement and contract administration, including purchase orders, tendering, contract negotiations, contractor engagement and management of variations.
- Support operational readiness and continuous improvement, including programme integration, project handover, lessons learned, risk management and the transition to planned and predictive drainage maintenance.

Key Challenges

- Turning complex asset and inspection data into practical maintenance priorities – interpreting multiple data sources to establish drainage condition, intervention thresholds and an effective planned maintenance approach.

- Coordinating delivery across multiple stakeholders and disciplines – aligning Engineering, Infrastructure, Protection, Civils, Track Maintenance, contractors and other stakeholders to achieve integrated drainage outcomes.
- Balancing technical outcomes with project delivery constraints – supporting delivery while managing safety, cost, programme, quality, risks, contract variations and operational requirements, including resolving technical and site issues

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Project Manager		✓	✓	✓
	Delivery Team			✓	✓
	Engineering and Signals Team			✓	✓
	Professional Heads			✓	✓
	Subject Matter Experts			✓	✓
	Internal Service Providers			✓	✓
External	Link Alliance/City Rail Link			✓	✓
	Auckland Transport			✓	✓
	WorkSafe			✓	✓
	Auckland Council			✓	✓
	Subject Matter Experts		✓	✓	✓
	Utility and Service Providers			✓	✓

What you will do to contribute

Health Safety and Wellbeing	• 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
Customer Focus	• Provide a positive customer experience • Support a customer-focused culture at KiwiRail • Know our services well and explain them to customers • Respond to customer needs • Develop solutions to meet customer requirements • Solve complex customer issues • Work with colleagues to improve customer outcomes
Commercial Acumen	• Plan and monitor own responsibilities to contribute to team objectives • Consider financial implications when making recommendations • Work with stakeholders to ensure quality outcomes • Recognise how decisions impact KiwiRail's overall position
Drainage Strategy & Delivery	• Support delivery of detailed plans for the Substructure Care (Drainage) scope of work. • Analyze data from different inspection equipment and personal inspection in order to form a view on the drainage condition of the Metros Network • Work with stakeholders to review, validate, refine and finalise the substantially developed drainage intervention strategy, task instructions, intervention thresholds and maintenance delivery processes, ensuring they support the required network performance and practical implementation by the Civils Maintenance team. • To engage with but not limited to Infrastructure, Engineering, Protection to deliver the best outcome for the Drainage Strategy for the Metros • Sponsor and deliver field trials and maintenance for drainage on the Metros network • Engage and work collaboratively with Civils and Track Maintenance teams to delivery civils maintenance on the Metros Network • Provide planned support for drainage intervention activities in the field during day or night shifts, as required. This is a supporting responsibility and not the primary focus of the role. • The Project Engineer is expected to act as a champion for continuous improvement throughout the project. This will result in a general atmosphere of focus, innovation, improvement and 'paced' task delivery. • Continued focus on achieving objectives, be these the overall project or programme objectives, and coupled with the objectives set out in KiwiRail policies. • Update drainage asset records using information from as-built drawings and other verified sources; support the validation and transfer of asset data into the central asset database; and collaborate with the GIS visualisation team to develop a tailored platform for drainage asset management.

Focus on outcomes and continuous improvement

- Update drainage asset records using information from as-built drawings and other verified sources;
- Support the validation and transfer of asset data into the central asset database;
- Collaborate with the GIS visualisation team to develop a tailored platform for drainage asset management.
- Support delivery of detailed plans for the Substructure Care (Drainage) scope of work.
- Analyze data from different inspection equipment and personal inspection in order to form a view on the drainage condition of the Metros Network
- Work with stakeholders to review, validate, refine and finalise the substantially developed drainage intervention strategy, task instructions, intervention thresholds and maintenance delivery processes, ensuring they support the required network performance and practical implementation by the Civils Maintenance team.
- To engage with but not limited to Infrastructure, Engineering, Protection to deliver the best outcome for the Drainage Strategy for the Metros
- Sponsor and deliver field trials and maintenance for drainage on the Metros network
- Engage and work collaboratively with Civils and Track Maintenance teams to delivery civils maintenance on the Metros Network
- Provide planned support for drainage intervention activities in the field during day or night shifts, as required. This is a supporting responsibility and not the primary focus of the role.
- The Project Engineer is expected to act as a champion for continuous improvement throughout the project. This will result in a general atmosphere of focus, innovation, improvement and 'paced' task delivery.
- Continued focus on achieving objectives, be these the overall project or programme objectives, and coupled with the objectives set out in KiwiRail policies.

Project Controls and Reporting

- Support the Project Manager in all aspects of financial measuring and reporting for assigned work.
- Participate in team meetings and prepare and present project reports and updates as required.
- Continually review work practices, productivity and cost control throughout the project to maximise the financial performance of the project.
- Request purchase orders for the supply of goods and services not covered by contracts as delegated. Ensuring all orders are placed using a Purchase Order ahead of time and completed with delivery dates to allow accurate cash forecasting.
- As delegated, manage variations formally and in compliance with contract(s).
- Ensure that variation costs are prudently controlled to an optimum level, any material budget effects are forecasted in advance.
- Support the Project Manager and other personnel in tendering and contract negotiations as directed.
- Provide monthly reports to the Project Manager detailing the impact of variations on cost and the delivery schedule.

Change Management and Programme Integration

- Support change management initiatives for successful project transitions, operational readiness, entry into service and handover.

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- Ensure successful programme interdependencies and integration with other projects.
 - Capture lessons learned and contribute to continuous improvement for future projects.
 - Collaborate with internal and external subject matter experts.
 - Conduct frequent meetings with contractors to review the contracted scope and address any variations.
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Decision Making

The position supports project and operational decision-making by providing timely, evidence-based advice within its assigned responsibilities and delegated authority. The Project Engineer may make routine day-to-day decisions for assigned work, while material decisions affecting scope, budget, programme, safety, technical standards or operational outcomes are referred to the Project Manager or relevant delegated authority.

Key decision-making responsibilities of the position include:

- Consult with stakeholders and use sound judgement to support cooperation, resolve routine issues and inform project decisions.
- Prepare financial and budget recommendations for review and approval by the Project Manager or relevant delegated authority.
- Prioritise assigned activities within agreed plans and promptly escalate competing priorities that may affect delivery.
- Identify and assess project risks, recommend appropriate responses, implement agreed controls within delegated authority and escalate material risks when required.

Human Resources Delegations	Team member
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is administration-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.

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

- Proven track record of contributing to positive project outcomes in complex multi-disciplinary environments.
- Experience delivering rail projects is an advantage, and certification as Project Management Professional is a plus.
- Proven knowledge and understanding of project management methodologies and reporting, including risk management, design, specification, and production for assigned projects.
- Previous Project Engineering experience and ideally experience working in the railway or construction industry.
- Demonstrable experience contributing to key project documentation and working with teams to deliver quality outputs.
- Exceptional organisational skills in prioritising and managing own workload.
- Continually reviewing work practices, productivity, and cost control throughout the project to maximise the financial performance of project.
- Continuously assess risks and scope changes, identifying and recommending solutions to minimise adverse effects on cost, timeliness and quality of the project.
- Maintain excellent relationships with internal and external stakeholders, ensuring timely communication of project progress and likely impacts.

Ways of working / Work-related qualities

- You are able to maintain composure, making sound and timely decisions under pressure.
- You are pragmatic and flexible, effectively balancing the needs of your team, project and KiwiRail.

Qualifications

- Tertiary qualification in related discipline, and
- A relevant industry and/or project management certifications

**CREATING
STRONGER
CONNECTIONS**