

## Remote Control Operator Operations

### Purpose:

The primary task is to shunt trains and move wagons to and from customer sidings. Carry out the role according to health and safety and rail operating procedures as specified in the Rail Operating Code. May also be required to act as a second person in the locomotive cab.

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".

### Dimensions:

**Reports to:** Terminal Operations Manager  
**Location:** Local Depot(travel to other areas/depots/sidings maybe required)  
**Internal Contacts:** KiwiRail Regional Managers, Operational Managers / Team Leaders, KiwiRail Infrastructure Managers/Teams, Interislander / Passenger Group, Zero Harm and HR  
**External Contacts:** Customers, General Public

### Key Accountabilities

#### Zero Harm

- Comply with operating rules, processes and procedures to prevent operating incidents (e.g., derailments, collisions, SPADs, injuries, dangerous goods, spills, etc.)
- Identify, control and report hazards, incidents, emergency situations, environmental incidents (e.g., diesel spills, etc.) and unsafe behaviours to the manager or team leader
- Take responsibility for personal safety and that of other rail employees, contractors and visitors within your work environment to avoid accidents and incidents
- Report all accidents and incidents to your immediate supervisor within one hour
- Review all safety bulletins, changes to codes and practices prior to sign off to keep up-to-date with all safety requirements
- Meet and maintain all medical standards set out by KiwiRail and take responsibility for personal wellbeing to ensure fitness for work

#### Remote Control Shunting

- Safe and timely building of rakes
- Safe and timely break up of rakes
- Safe and timely movement of wagons and trains to and from customer sidings
- Ensure all vehicles comprising the train are in a fit state to commence the journey and meet all health, safety and rail operating requirements
- Remain alert and vigilant at all times and act in a safe and timely manner

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| <ul style="list-style-type: none"> <li>• Provide a friendly and helpful service at all times</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Rules, Regulations and Systems</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Operate in accordance with the Rail Operating Code at all times to avoid incidents</li> <li>• Ensure knowledge of current Rail Operating Code is kept up to date and consistently adhered to</li> <li>• Strictly adhere to all signalling systems and report any irregularities to Train Control as soon as reasonably possible</li> <li>• Complete train inspection checklists before departure to ensure safe travel of all equipment within the rail corridor</li> <li>• Complete brake test and load checks to ensure safe travel of all equipment within the rail corridor</li> </ul> |
| <b>Team Work &amp; Customer Service</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Maintain and develop good working relationships with internal and external customers</li> <li>• Communicate regularly and effectively with team members and customers on feedback and observations</li> <li>• Work to customers' schedules and programmes in the time required</li> <li>• Ensure good familiarity with customers' sidings, safety rules and practices</li> <li>• Coach and mentor 2nd person team members on safe working practices and codes</li> </ul>                                                                                                                   |
| <b>Equipment Maintenance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Report any repairs or maintenance required to the Team Leader</li> <li>• Take out faulty equipment immediately on recognising an issue</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          |

### **Person Profile**

| <b>Essential:</b>                                                                                                                                                                                                                                     | <b>Desirable:</b>                                                                                                  |
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| <ul style="list-style-type: none"> <li>• 2 – 4 years' experience as a Rail Operator</li> <li>• Customer focussed &amp; team player</li> <li>• Follows Company Operational and Safety Procedures</li> <li>• Ability to lead other employees</li> </ul> | <ul style="list-style-type: none"> <li>• Previous experience in a heavy industrial / manual labour role</li> </ul> |

### **Education:**

| <b>Essential:</b>                                                                                                                                                                      | <b>Desirable:</b>                                                                        |
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| <ul style="list-style-type: none"> <li>• Certified as a Remote Control Operator (hold, obtain or reactivate qualification)</li> <li>• Full Class 1 or above Drivers License</li> </ul> | <ul style="list-style-type: none"> <li>• NZCE or other tertiary qualification</li> </ul> |

