



# Position Description

## Trainee Locomotive Engineer Operations

### **Purpose:**

You will be trained to operate professionally and safely under the supervision and guidance of an On-Job Trainer, to deliver rail freight and passengers (as applicable), on time, to meet customer needs and requirements. As this is a safety critical role, you will ensure the safe handling of the locomotive and train in accordance with the Rail Operating Code, all rules, standards and regulations, general conditions of carriage, Safety, Health and Wellbeing policies and standards, and bulletins and notices.

You will operate trains on a 24 hour, seven days a week roster with varied shift start times, including those starting or finishing at night. You will reasonably manage your off-duty time to aid in fatigue recovery.

KiwiRail priorities health and safety; as a trainee you will be expected to reinforce KiwiRail safety policies and requirements in all aspects of your duties.

You will be expected to maintain standards in dress and professionalism, role modelling and influencing peers positively.

### **Dimensions:**

**Reports to:** Linehaul Operations Manager/Locomotive Team Leader/  
Terminal Operations /Occupational Competency Manager

**Location:** Local Depot

**Internal Contacts:** Locomotive Engineers, On-Job Trainers, Locomotive Engineer Team Leaders, Train Control, Rail Operators, Remote Control Operators, Container transfer teams, Roster Centre, Network Services, Mechanical and Servicing teams

**External Contacts:** Customers and public

### **Qualifications and Licences:**

- Completion of accredited KiwiRail Rail Operator Course/s with applicable Licenses to Operate- with Mastery and Staff 23 confirming completion (mandatory)
- Full category 1 Medical (mandatory)
- Full New Zealand driver's license (minimum class 1 -Car (mandatory)
- Registration with TORO (mandatory)
- New Zealand Police background check (mandatory)

### **Physical and Environmental Conditions:**

- Ability to work 24/7 shifts, including nights, weekends, and public holidays
- Must be willing to travel for training (if required)
- May be called upon for overtime or emergency cover

- May be required to work in adverse weather conditions or respond to emergency situations.

**Compliance Requirements:**

- Must comply with the Rules and Standards, Rail Operating Code and Shield Alerts and process, Joint Operating Procedures, Local Operating Processes and all codes and practices associated with the role
- Must advise the Rail Medical Officer of any over the counter and/or non-prescription supplements or medication

**Key Accountabilities**

<b>Professionalism</b>
<ul style="list-style-type: none"> <li>• Act professionally at all times to ensure all internal and customer requirements are met and a positive image of KiwiRail is demonstrated at all times</li> <li>• Follow instructions from your On-Job Trainer – you will be acting under their License to Operate and must comply with their instructions to the full</li> <li>• Uphold the KiwiRail values in carrying out all duties and activities</li> </ul>
<b>Safety, Health and Wellbeing</b>
<ul style="list-style-type: none"> <li>• Your leadership skills in professional appearance, responsibilities and behaviour will be expected to influence others positively</li> <li>• Ensure safe operation of trains in accordance with company policies and regulatory standards.</li> <li>• Maintain a strong safety focus during all operational activities.</li> <li>• Effectively manage pressure and make sound decisions under stress.</li> <li>• Identify and mitigate risks proactively.</li> </ul>
<b>Train Handling</b>
<ul style="list-style-type: none"> <li>• Manage and operate the locomotive safely whilst performing cross checking of systems, signals and procedures to ensure awareness of surroundings, track conditions and that potential hazards are recognised and managed</li> <li>• Manage locomotive systems, including digital screens and processes</li> <li>• Operate the locomotive effectively by prioritising tasks effectively during both routine and emergency situations to ensure all safe operating procedures are followed and ensuring scheduled running times are met in accordance with safe operating practices</li> <li>• Operate the train efficiently to maximise fuel efficiency</li> </ul>
<b>Train Inspection and Reporting</b>
<ul style="list-style-type: none"> <li>• Manage and operate the locomotive safely whilst performing cross checking of systems, signals and procedures to ensure awareness of surroundings, track conditions and that potential hazards are recognised and managed</li> <li>• Manage locomotive systems, including digital screens and processes</li> <li>• Operate the locomotive effectively by prioritising tasks effectively during both routine and emergency situations to ensure all safe operating procedures are followed and ensuring scheduled running times are met in accordance with safe operating practices</li> <li>• Operate the train efficiently to maximise fuel efficiency</li> </ul>

<b>Rules, Regulations and Systems</b>
<ul style="list-style-type: none"> <li>• Operate locomotives in full compliance with the Rail Operating Code (ROC) and all applicable rules.</li> <li>• Stay current with rule changes and alerts via the Shield app.</li> <li>• Strictly adhere to signaling systems and movement authorities to prevent incidents.</li> <li>• Use communication equipment in accordance with standard protocols, seeking clarification when needed to avoid miscommunication.</li> <li>• Challenge unclear or inaccurate communications to uphold operational safety.</li> <li>• Complete all required training and recertification within prescribed timeframes to maintain operational licensing.</li> </ul>
<b>Documentation</b>
<ul style="list-style-type: none"> <li>• Have reasonable skills with iPads and digital technology for access to documents and information</li> <li>• Manage and verify all required documentation, including train work orders, bulletins, and dangerous goods paperwork.</li> <li>• Prepare accurate reports on locomotive and wagon defects, incidents, and irregularities.</li> <li>• Cross-check documentation to ensure completeness and accuracy.</li> </ul>

**Selection Criteria**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• An understanding of the realities of working unsocial and irregular hours including shifts and weekend work over a 24/7 roster</li> <li>• Basic computer and digital devices' skills</li> <li>• Previous experience working within a team</li> <li>• Medical clearance (including being able to pass a pre-employment drugs test)</li> <li>• Satisfactory security check</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a heavy industry / heavily rules-based workplace</li> <li>• Knowledge of diesel engines and / or electrics</li> <li>• Previous experience working shifts</li> </ul>

**Skills and Competencies** The following section outlines the core technical and non-technical skills required to perform the role

## **Core Non Technical Skills:**

<b>Risk management</b>
<p>The ability to identify, assess, and mitigate operational risks, particularly in dynamic or abnormal conditions.</p> <ul style="list-style-type: none"><li>• Show a strong safety focus during operational preparation and planning</li><li>• Operate equipment and systems safely in accordance with rules and limits</li><li>• Follow rules and procedures consistently, even under pressure</li><li>• Anticipate and assess risks, taking appropriate action to mitigate them</li><li>• Manage 'out of the norm' situations calmly and safely</li></ul>
<b>Communication</b>
<p>Use of clear, timely, and accurate exchange of information, both verbal and written, to ensure operational safety.</p> <ul style="list-style-type: none"><li>• Always use correct radio protocols and phonetic alphabet</li><li>• Provide clear and unambiguous instructions, information, and explanations</li><li>• Keep others informed and updated with relevant operational information</li><li>• Listen actively, clarify, and confirm messages to ensure mutual understanding</li><li>• Collaborate and share information effectively with team members</li><li>• Apply closed-loop communication techniques to confirm message accuracy</li></ul>
<b>Situational Awareness</b>
<p>The continuous monitoring and perception of environmental elements, comprehension of their meaning, and projection of their future status.</p> <ul style="list-style-type: none"><li>• Monitor surroundings and system feedback to maintain awareness</li><li>• Verify assumptions and expectations before proceeding</li><li>• Manage distractions while maintaining focus in high-risk environments</li><li>• Access and retain relevant operational information</li><li>• Attend to detail and anticipate potential hazards</li><li>• Apply risk-triggered commentary to enhance decision-making</li></ul>
<b>Leadership</b>
<p>The ability to guide, motivate, and influence team members to achieve operational goals while maintaining safety and performance standards.</p> <ul style="list-style-type: none"><li>• Uphold and model professional standards in all operational activities</li><li>• Take active responsibility for influencing others positively in safety and performance</li><li>• Address non-compliance or unsafe behaviours constructively</li><li>• Encourage positive interactions and teamwork among staff</li></ul>
<b>Task Management</b>
<p>The capacity to prioritise, allocate, and execute tasks effectively to meet operational objectives safely and efficiently.</p> <ul style="list-style-type: none"><li>• Cross-check own actions and those of others to ensure accuracy and compliance</li><li>• Plan and allocate tasks to optimise time and resources</li><li>• Prioritise actions effectively in routine and emergency situations</li><li>• Manage workload to avoid overload and maintain performance</li><li>• Adapt to changing conditions while maintaining operational focus</li></ul>

## **Core Technical Skills:**

<b>Technical and Operational Proficiency</b>
<ul style="list-style-type: none"><li>• Operate locomotives to maintain appropriate speed, handling, and safety standards</li><li>• Use cab controls and brake systems effectively under varying conditions</li><li>• Observe and respond appropriately to signals and movement authorities</li><li>• Perform basic fault finding and apply stabilised approach techniques</li><li>• Apply risk-triggered commentary to enhance situational awareness and decision-making</li><li>• Apply Signal Alert procedures to enhance situational awareness</li><li>• Conduct brake tests and visual inspections to ensure train readiness</li><li>• Use iPads and digital systems to access operational documents and tools</li><li>• Manage locomotive systems, including digital screens and diagnostics</li></ul>
<b>Communication Skills</b>
<ul style="list-style-type: none"><li>• Demonstrate clear and effective verbal communication in routine and emergency situations</li><li>• Use radio systems correctly, including standard radio terminology and the phonetic alphabet</li><li>• Interpret written instructions and operational notices with strong reading comprehension</li><li>• Produce legible and accurate written records and reports</li></ul>

## **Diversity and Inclusion:**

KiwiRail believes that Inclusion, diversity & belonging is essential to enable greater innovation, creativity, problem solving, thought leadership and sustainable improved organisational performance.

Diversity means respect for and appreciation of differences in people, including but not limited to differences in ethnicity, cultural background, gender, age, national origin, disability, sexual orientation, education, beliefs, personality, or involvement in union activities.

Diversity is leveraged through inclusion and the extent that individuals at KiwiRail feel valued and included by the organisation. It's creating an environment of involvement, respect and engagement where the richness of ideas, backgrounds, and perspectives are harnessed to create business value and embody our value of One Winning Team.

## **Policy Summary**

The following policy statements apply:

- Create a Respectful Workplace
- Enhance Representation
- Build Competency
- Promote inclusive hiring practices
- Enhance Strategy