



Position Description

LINEHAUL LOGISTICS COORINDATOR OPERATIONS

Purpose:

The Linehaul Logistics Co-ordinator (Train Build Function), is responsible for building accurate mainline trains in a timely and professional manner, in order to provide relevant operational information to staff within both the Customer Service and Sales teams plus also communicating with yard staff across the various depots. You are responsible for monitoring mainline freight trains and shunts running within the system, auditing system information, and reporting any change in train make up within the relevant computer system.

This position involves shift work on a 24/7 rotating roster, which will include work over nights and weekends.

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: Supervisor Logisitics
Responsible for: Nil
Location: Local Depot
Budget: Nil
Internal Contacts: KiwiRail / Rail Passenger Group / Interislander
Linehaul Service Managers
Planning and Process Improvement team
Maintenance team
Infrastructure and Engineering staff
Linehaul Equipment Managee
Operations Team/Terminal Managers
External Contacts: Customers
Third Party Operators

Key Accountabilities

Train Assembly
• Building out-bound freight trains, including Metroport trains all trains are built and finalized within 20 minutes of receipt of operational information • Building of Mainline Shunts • Management of pull / place shunts • Building passenger trains • Validation of correct container association to wagon completed and correct wagons built to correct train • Accurate information entered into relevant system
Operational Communication
• Providing train work order data to Locomotive Engineers • Communication overload/ over length exceptions to Linehaul Service Managers • Act as the end-of-process auditor for train departures with 100% of all exceptions reconciled within 30 minutes of train departure • Work orders within 20 minutes of last call ensuring accurate, up to date information provided at all times • Systems data is 100% reflective of physical train

- KPI boards 100% up-to-date prior to shift handover
- Review and respond to e mails and telephone calls from terminal staff and Customer Service Centre

Stakeholder contact

- Liaise with stakeholders (Customer Logistics team and yard staff) about changes to services or shunts
- assess the customer's needs and to plan ahead, taking into consideration all operational constraints
- establish working relationships with a diverse range of people and a professional approach is expected at all times.
- 90% calls answered within 10 seconds
- Cargo reaches destination, on time, in full and in specification with 0% cargo handling errors due to process non -compliance and total cargo care philosophy practiced and fostered

Zero Harm

- Take an active role in identifying and reporting hazards/ emergency/ environmental incidents and unsafe behaviours in your workplace by reporting any hazards and incidents quickly.
- Ensure your behaviour is consistent in taking the safety of both yourself and others seriously.
- Safety inductions in and around workplace are carried out ensuring procedure and processes are strictly followed (eg: Dangerous goods)

Person Profile

Essential:	Desirable:
• At least two years' work experience in logistics/shipping/ transport or a similar role • Ability to work within a team • Good geographical knowledge of New Zealand • High level of competency in MS Office (Excel and Data entry) • Excellent verbal and communication skills • Clean drivers' license • Strong numerical skills	• Three or more years' work experience in logistics/shipping/transport • Previous experience within the Rail environment • Knowledge of Amicus, CMS or other computer databases • Previous experience in reporting and analysis • Previous exposure to a unionized work environment that operates 24/7

Education:

Essential:	Desirable:
▪ NCEA Level 1 or equivalent	▪ Degree/NZCE or other tertiary qualification ▪ Ideally completion of the Rail and Maritime Logistics course (Polytechnic)