

# KiwiRail | Position Description

## Planner and Scheduler Rolling Stock Asset Services

### **Purpose:**

The Rolling Stock Asset Services (RSAS) group has overall responsibility and ownership for managing KiwiRail's rolling stock assets, including mainline and shunt locomotives, freight and specialist wagons, containers, passenger carriages and other rolling stock vehicles.

The Planner and Scheduler role has responsibility for planning, scheduling, and co-ordinating all work activities scheduled into the workshop(s). The primary activities of the role include the development of work descriptions & procedures, organisation and monitoring of materials & tooling availability, ensuring accurate task times have been applied, and that sufficient resources at the correct competency levels are provided to deliver all works to the schedule.

A key part of the planner and schedulers duties is to input information about the required work activities into RSAS's CMMS system, and using this information to develop and deliver weekly maintenance schedules to the delivery depots to allow for the efficient turn-around of rolling stock vehicles back into service.

The Planner and Co-ordinator must ensure that the activities planned are sufficient to fulfil the requirements of the asset management plans, relevant engineering codes and any regulatory requirements. Any modifications, improvements or other major maintenance interventions should be planned to be completed with minimal additional disruption to the fleet.

### **Dimensions:**

**Reports to:** Delivery Planning Leader  
**Responsible for:** N/A  
**Location:** N/A  
**Budget:** In-line with DFA policy  
**Internal Contacts:** RSAS group – management team  
Relevant peers in Operations, Zero Harm, Finance  
**External Contacts:** Rail & Maritime Transport Union  
External maintenance providers



## **Key Accountabilities**

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| <b>Safety</b>   |
| <ul style="list-style-type: none"> <li>• Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and be expected to “walk the safety talk”.</li> <li>• Role model for Zero Harm behaviours. A vocal and visible advocate for the mindset of Zero Harm across the country.</li> <li>• Lead and champion introduction of new Zero Harm initiatives.</li> <li>• Drive standardization of approach and collaboration on safety related matters across the asset base.</li> <li>• Accountable for the Zero Harm performance of the fleet control and planning team.</li> <li>• Accountable to action any relevant findings and actions from Zero Harm incidents (managed through KiwiRail’s IRIS system).</li> </ul>  |
| <b>Quality</b>  |
| <ul style="list-style-type: none"> <li>• Ensure adequate planning is carried out for all maintenance activities to enable the RSAS depot(s) to complete work to the appropriate level of quality. These include but are not limited to documenting the following detail into work orders within the CMMS:             <ul style="list-style-type: none"> <li>- Provision of detailed task description and procedures</li> <li>- Identification of required materials and material availability</li> <li>- Identification of required labour, staff, and expected cycle times.</li> <li>- Identification of required tooling</li> <li>- Identification of required facilities and facility availability</li> </ul> </li> <li>• Ensure sufficient visibility is provided to the RSAS leadership team on upcoming maintenance requirements or changes to the production plan / schedule which could hinder our ability to meet business requirements</li> <li>• Ensure compliance of all rolling stock vehicles is maintained in-line with the asset management plan, relevant engineering codes, and any applicable regulatory body</li> <li>• Responsible for ensuring that the vehicle availability status in AMICUS is accurate and reflects the actual status of the vehicle at any given time.</li> <li>• Responsible for ensuring planning and scheduling procedures and applied consistently throughout the depot(s) in-line with approved process.</li> <li>• Accountable to action any relevant findings from quality or other related audits (both internal and external).</li> </ul> |
| <b>Cost</b>   |
| <ul style="list-style-type: none"> <li>• Accountable for planning of all project work carried out at the depot(s) in-line with approved budget</li> <li>• Assist the site leader to manage and monitor the spend of consumable to ensure projects and work actives are delivered within the approved budget.</li> <li>• Requirement to ensure that the labour hours planned on work orders are fair, reasonable, and consistent for the required task.</li> </ul>   |
| <b>Delivery</b>   |



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| <ul style="list-style-type: none"> <li>• Adequately plan and schedule all maintenance activities for the rolling stock fleet, and communicate these plans effectively with Site Leaders and other stakeholders.</li> <li>• Ensure that all project plans and schedule recording tools are kept up-to-date with progress.</li> <li>• Liaising with the applicable locomotive control, transit, and operational teams, to ensure the timely delivery of vehicles to depots as per the approved schedule.</li> <li>• Development and implementation of best practice planning and scheduling methodologies in-line with the wider RSAS business strategy.</li> <li>• Optimise the planning of maintenance, repair and overhaul tasks to ensure the most efficient and effective utilisation of KiwiRail’s resources and to minimise disruption to the operations.</li> <li>• Work with the wider business to improve the utilisation of planning and scheduling functions within our CMMS systems, as well as leading initiatives to improve the functionality of the CMMS itself.</li> <li>• Provide support to the depot to enable all upcoming work to be delivered to the approved production schedule as determined by the Fleet Control and Planning team.</li> <li>• Is required to carry out other duties as requested by the applicable line-manager.</li> </ul> |
| <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Be a role model for Just and Fair Culture</li> <li>• Be a leader and advocate of best practice planning and scheduling methodology, and work with resilience and positivity in the face of ambiguity and significant change.</li> <li>• Create and champion an environment across the country that promotes gender, cultural, and demographic diversity.</li> <li>• Actively pursue development of a more diverse workforce across the country</li> <li>• Champion the principals of High Performance, High Engagement (HPHE) in all workforce interactions</li> <li>• Imparting planning and scheduling knowledge to the wider delivery team, facilitating succession planning for the depot.</li> </ul>  |

**Person Profile**

| <b>Essential:</b>   | <b>Desirable:</b>                                   |
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| Knowledge of maintenance planning and scheduling methodologies  | Previous role as a maintenance planner or scheduler |
| Advanced understanding of maintenance process and procedures, and the ability to communicate these clearly with a maintenance team. |   |
| Experience in maintenance planning and scheduling in a heavy industry environment   |   |



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| Understand of CMMS systems, as well as basic knowledge of MS suite applications, specifically Excel.                                  | In-depth understand of SAP-ERP and AMICUS. Advanced understand of the MS suite applications |
| 5+ years' experience in rolling stock maintenance or another heavy industrial environment   |   |
| Demonstrated ability to analyse, interpret, and present complex data in a way that is clear and easy to understand                    |   |
| Demonstrated drive to continuously improve maintenance practices.   |   |
| Preference for data driven decision making, with an ability of make sound decisions where there is a significant degree of ambiguity. |   |

**Education:**

| <b>Essential:</b>  | <b>Desirable:</b>   |
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| <i>Trade or formal qualifications in engineering or equivalent extensive work experience</i> | Bachelor degree or higher in production planning, engineering or related disciplines          |
|  | Formal qualifications in business management, people leadership, or other related disciplines |

