KiwiRail | Position Description

Traction & Systems Controller
Metros

Purpose:

To monitor and control the Auckland and Wellington Electrified Traction Systems

To undertake rail system support duties for the national rail network on a 24/7 rotating roster.

Dimensions:

Line Reports to: Traction and Systems Control Room Manager

Location: Wellington
Budget: Nil
Internal Contacts:
Traction Line Mechanics and Electricians
Leading Traction Electricians
Traction Supervisors/Managers
Traction/Electrical Field Engineers
Traction and Electrical Engineering team
Network Control Managers
Train Controllers
Signallers
Signals Maintenance staff

External Contacts:
Auckland Metro Passenger Service Operator
Wellington Metro Passenger Service Operator
Transpower and lines company control room and field staff

Key Accountabilities

Accountability 1 – Electrical Control Operations
• Provide safe and efficient operation of the Auckland and Wellington traction systems by monitoring and control of SCADA systems in accordance with prescribed procedures. • Provide regular communication with traction field staff to instruct them to undertake safe operations of network equipment to provide isolations for safe working and the restoration of supplies at the conclusion of works. • Planning and coordination of traction and signals high voltage outages. • Checking of switching procedures.

- Undertake field experience work with Traction Line Mechanics and Electricians on a regular basis.
- Carry out fault location and diagnostics.
- Train other staff in Traction Control Room operations.
- Analyse and report on system performance
- Undertake investigation of events, incidents and writing reports
- Implement safe and prompt contingency plans to recover from service disruption incidents.
- Liaise with Train Controllers, Signal Box, Traction and Signals staff.
- Maintain competency through regular refresher training and peer feedback
- Undergo periodic competency assessment by theory examination/observation audit/voice recording audit

Note – the scope of the task may grow in later years to include control of the Hamilton – Palmerston North 25kV AC electrified traction area

Accountability 2 – Systems Support

- Undertake monitoring of other railway systems (in particular signals, communications assets and respond to alarms as prescribed by procedures.
- Analyse and report on system performance
- Undertake testing of other railway systems (such as radios)
- Undertake other operational support duties as specified from time to time.

Accountability 3 – Learning & Development

- Undertake both On the Job Training for prescribed competencies and attend training courses provided by KiwiRail or external agencies where required to fulfil requirements of the position
- Acquire on job training competencies set for position in:
  - DC Traction Control
  - AC Traction Control

Accountability 4 – General

- Manage the Operation Support desk for night shifts.
- Printing of Train Control graphs
- Maintain a customer service focus and display professional behaviour when dealing with associated client personnel, sub-contractors and members of the public.
- Able to travel and stay in electrified areas outside Auckland including Wellington short periods
- Such other duties and responsibilities as the Company may require from time to time.

Accountability 5 - Records Management

- Ensure work activities are clearly documented and established files are clearly identified so others can find them.
- All records are to be kept in KIWIRAIL's filing system, including emails.
- Ensure no records are removed or transferred from the filing area or any files are destroyed before the disposal date or without authorisation.

Accountability 6 - Rail Safety System Responsibilities

- Safety is the first priority of all rail employees on the national rail system
- Responsible for complying with rail safety system standards, procedures and statutory requirements within your area of responsibility
- Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment
- Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area.

Person Profile

Essential:	Desirable:
• Excellent planning and organisational skills • Ability to work as part of a small integrated team • Ability to communicate effectively • The ability to use own initiative, work autonomously and prioritise conflicting demands • Motivation and ambition to succeed in this field • Ability to balance conflicting demands and to work under pressure and stressful situations • Clarity of expression • Attention to detail • Willingness to learn • Maturity & judgement • Able to travel and stay away from Auckland (including Wellington) for short periods	• Experience working shift work

Education:

Essential:	Desirable:
• NCEA Level 1 in Maths and English or Equivalent	• An electrical qualification as a Line Mechanic, or Electrician, or Electrical Service Technician • A certified control room operator for routine and documented switching

Experience and Knowledge:

Essential:	Desirable:
• Experience working with electrical systems, or non-electrical Trade or technical experience that shows ability to understand control systems and procedures • Have a working knowledge of Microsoft office products and able to learn new computer systems	• An electrical qualification as a Line Mechanic, or Electrician, or Electrical Service Technician • A certified control room operator for routine and documented switching

Competencies and Abilities:

Essential:	Desirable:
• Excellent planning and organisational skills • Ability to work as part of a small integrated team • Ability to communicate effectively • The ability to use own initiative, work autonomously and prioritise conflicting demands • Motivation and ambition to succeed in this field • Ability to balance conflicting demands and to work under pressure and stressful situations • Clarity of expression • Attention to detail • Willingness to learn • Maturity & judgement • Able to travel and stay away from Auckland for short periods	• Experience working shift work