

# KiwiRail | Position Description

## Linehaul Locomotive Controller KiwiRail Freight

### **Purpose:**

The primary responsibility of the Linehaul Locomotive Controller is to ensure that the train plan is covered for the day of operations +24hrs. The allocation and distribution of KiwiRail's locomotive power and Train End Monitors (TEM) as part of a 24-hour, 7-day roster, have optimum utilisation and enable timely recovery from incidents within the network. This will involve maintaining a Master Locomotive and TEM plan and being the contact point for Locomotive and TEM allocation. You will also be responsible for scheduling locomotive maintenance checks and managing service recovery for locomotives and TEM's.

In addition, your role will involve recording the availability of locomotives on an hour-by-hour basis for the motive power contract and liaising with KiwiRail Mechanical Services to report on and reconcile.

In order to succeed in this role you will have good administrative skills with a maintained focus on attention to detail. You will be able to think strategically, recognizing the implications of your decisions and actions on other aspects of the organization. You will work well in a team environment, able to provide effective guidance and communication to others when necessary.

You will possess an ability to assess the customer's needs and plan ahead, taking into consideration all operational constraints. You will have highly developed attention to detail and a passion for continuous process improvement. You will possess outstanding scheduling skills and have the ability to cope under pressure in a changing environment. You will, continually be working towards enhancing efficiencies using innovation and creativity.

You must be able to establish working relationships with a diverse range of people and a professional approach is expected at all times.

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:** Linehaul Logistics Supervisor  
**Responsible for:** Nil  
**Location:** Millennium Centre Ellerslie, Auckland  
**Budget:** Nil  
**Internal Contacts:** KiwiRail Rolling Stock Assets, Linehaul Service Managers, KiwiRail Mechanical Services, Network Control Manager and Train Controllers, Logistics Teams, Operations Team Leaders, Network Integrations', Asset Planning, Tranz Scenic Managers, Health and Safety team, Human Resources team  
**External Contacts:** Nil

## **Key Accountabilities**

<b>Managing Expectations</b>
<ul style="list-style-type: none"><li>• Provide options and contingencies for Locomotive shortages and failures</li><li>• Communicating changes or impact as result of Locomotive shortages and failures</li></ul>
<b>Resource Management</b>
<ul style="list-style-type: none"><li>• Allocation and optimization of Locomotive &amp; TEM assets.</li><li>• Provide daily Locomotive and Train End Monitor couplings to Depots</li><li>• Maintain Master Locomotive and TEM allocation</li><li>• Daily planned variations</li><li>• Schedule locomotive checks</li><li>• Tonnage Management</li><li>• Interaction with Stow Planning Team for expected tonnages</li></ul>
<b>Zero Harm</b>
<ul style="list-style-type: none"><li>• Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of responsibility</li><li>• Responsible for your own safety and that of other rail employees, contractors and visitors within your work environment</li><li>• Responsible for the identification, reporting and initial control of any safety or environmental hazard identified within your area to your immediate manager</li><li>• Adhere to Kiwirail's health and safety requirements and be responsible for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated client personnel, sub-contractors and members of the public.</li><li>• Report all accidents and incidents to your immediate supervisor within one hour.</li></ul>

## **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• 2+ years as a Project Administrator, Project Coordinator or similar</li> <li>• Excellent verbal and written communication skills</li> <li>• High level of competency in Microsoft Office and excel</li> <li>• Contributes to projects as a team member</li> <li>• Skills in process documentation and arranging files and information in a useful manner</li> </ul>	<ul style="list-style-type: none"> <li>• 4+ years experience as a Project Coordinator or similar – ideally from a large business operational environment</li> <li>• Rail, container or freight forwarding experience</li> <li>• Previous experience with SOP's</li> </ul>
<b>Competencies</b>	
<ul style="list-style-type: none"> <li>• Customer Focused:</li> <li>• Is dedicated to meeting the expectations and requirements of internal and external customers</li> <li>• Gets first hand customer information and uses it for improvements in processes</li> <li>• Acts with the customer in mind</li> <li>• Establishes and maintains effective relationships with customers</li> <li>• Gains customer trust and respect</li> </ul>	
<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>• Probes all fruitful sources for answers</li> <li>• Can see hidden problems</li> <li>• Is excellent at honest analysis</li> <li>• Looks beyond the obvious and doesn't stop at the first answers</li> </ul>	
<ul style="list-style-type: none"> <li>• Composure</li> <li>• Is cool under pressure</li> <li>• Doesn't become defensive or irritated when times are tough</li> <li>• Is considered mature</li> <li>• Can be counted on to hold things together during tough times</li> <li>• Can handle stress</li> <li>• Is not knocked off balance by the unexpected</li> <li>• Doesn't show frustration when resisted or blocked</li> <li>• Is a settling influence in a crisis</li> </ul>	
<p>Time Decision making</p> <ul style="list-style-type: none"> <li>• Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure</li> </ul>	

<ul style="list-style-type: none"> <li>• Able to make a quick decision</li> </ul>	
<b>Peer Relationships</b> <ul style="list-style-type: none"> <li>• Can quickly find common ground and solve problems for the good of all</li> <li>• Can represent his/her own interests and yet be fair to other groups</li> <li>• Can solve problems with peers with a minimum of noise</li> <li>• Is seen as a team player and is cooperative</li> <li>• Easily gains trust and support of peers</li> <li>• Encourages collaboration</li> <li>• Can be candid with peers</li> </ul>	
<b>Organizing:</b> <ul style="list-style-type: none"> <li>• Can marshal resources (people, funding, material, support) to get things done</li> <li>• Can orchestrate multiple activities at once to accomplish a goal</li> <li>• Uses resources effectively and efficiently</li> <li>• Arranges information and files in a useful manner</li> </ul>	

### **Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• NCEA Level 1 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Degree/NZCE or other tertiary qualification</li> </ul>

### **Experience and Knowledge:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Minimum of 2 years' work experience in scheduling/planning/logistics/ rostering or similar</li> <li>• High level of competency in Microsoft Office (Excel and Office)</li> <li>• Analyses and interprets information</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work within a team</li> <li>• Good geographical knowledge of New Zealand</li> </ul>	<ul style="list-style-type: none"> <li>• 3 or more years' work experience in scheduling/planning/rostering/ logistics or similar</li> <li>• Transport industry experience, ideally with Fleet/Resource planning/utilisation</li> <li>• Exposure to working rostered shifts involving a 24/7 shift pattern</li> </ul>