

## **FIELD PRODUCTION MANAGER (Track) Operations and Commerce**

### **Purpose:**

To lead local experienced-based field input into job and resource planning. Be first point of reference for Gangers and field staff needing practical field advice on job delivery and ensure the Gangers within your patch are delivering the right quality work using agreed systems and methods. Support Production Manager and others over-view the portfolio of work to ensure its running appropriately through the provision of technical experience at job completion and progress milestones.

Demonstrate the KiwiRail Leadership Capability Framework Frontline Leader competencies to build and lift team performance and ensure adherence to Codes, Standards and Rules.

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:** Operations Manager - Production  
**Responsible for:** Track Gangs  
**Location:** Local Depot - Some travelling/overnight may be required  
**Internal Contacts:** Production Managers  
 Field Production Managers and Teams  
 Work-bank Planners/Schedulers  
 Field Asset Engineers  
 Gangers and Other Track gangs  
 Train Control, 155 and Authorities  
 Inventory and National Resources Team  
 Customers  
**External Contacts:** Contractors  
 Members of the Public  
 3<sup>rd</sup> Parties (Land owners, Regional Council, Transit, etc.)

### **Key Accountabilities**

#### **Production Planning Activities**

- Along with the Production Manager provide practical field experienced input to the Asset Engineering team as it develops the work bank and the month work schedule for both scope and duration including safety



- Ensure detailed planning for work delivery once the job has been released from Asset Engineering as RTP
- Work with Workbank Planner, Schedulers, and Gangers to find the best way to protect the site and sequence the work to get safest and most productive
- Refine the method, materials and resources need to deliver the job and provide technical experience-based direction to worksites at key milestones
- Create and/help others create detailed job and work plans to facilitate Work Order approval in Maximo
- Creates corrective maintenance work orders, managing delivery and closing the work orders on completion
- Create Emergency Management work orders for call outs as required and respond if needed
- Plan and deliver work created by EM80 reports
- Works with the Field Asset Engineer and the Track Inspector to scope the work order to be created.

### **Production review**

- Provide technical experience at works end and milestones to ensure jobs are done properly and will be ready for hand back into the systems
- Validate the accuracy and reasonableness of shift reports submitted by Gangers and Team Leaders
- Help the Production Manager interpret shift reports and drive performance

### **Staff Management**

- Be directly responsible to Coach and Mentor Gangers to help them;
  - Set up each team members' training and competency plans.
  - Ensure on the job training is carried out and all staff OJT records are verified.
  - Quickly and effectively deal with performance based issues
  - Responsible for recommending recruitment appointments and disciplinary outcomes including termination
- Manage resource coverage in conjunction with other Gangers and the Production Manager
- Ensure compliance with all Employment Legislation, Employment Agreements and the KiwiRail Human Resources Policies, Procedure and Guidelines and any other relevant legislation.
- Ensure accuracy of timesheet completion and alignment to planned and delivered work.

### **Financial / Data Management**

- Mentor Gangers to help them know when to stand down material resources when they cannot be productive and Kiwirail can reduce costs without penalty.
- In conjunction with the Production Manager, quickly and effectively deal with expenditure discrepancies e.g. KiwiRail Fuel cards and Credit Cards
- Ensure submitted job plans have accurate and complete job costs estimates attached to the Work Order prior to approval.
- Monitor job cost expenditure against the job cost estimates and take steps to mitigate over expenditure or seek approval from the Production Manager for budget variance
- 'Field complete' jobs in Maximo and recommend payment when satisfied on quality
- Update relevant data through the accurate and timely maintenance of contracts and projects including the investigation of anomalies and correction of mis-postings.
- Manage the information entered into the Maximo asset data bases, ensuring the quality, accuracy and timeliness of the information being entered.
- Ensure you clearly document your work activities and established files are clearly identified so others can find them.

- All records are to be kept in KiwiRail’s filing system, both electronic and hard copy systems including emails.

**Leadership Accountability**

- Taking personal ownership so things get done effectively and on time.
- Build teams that want to learn and lift their performance in a working environment which encourages:
  - Trust
  - Constructive conflict
  - Commitment
  - Personal accountability
  - Delivery of results
- Communicate a set of constructive expectations for all team members to follow (this is how we do things in this team).
- Ensure expectations are agreed to by all team members, that they are relevant, understood and known by all.
- Providing coaching and feedback to people in your team.
- Act as a leader in Tool Box Meetings, HSATs etc and promote Kiwirail values.

**Zero Harm**

- Report all hazards and incidents/accidents/environmental within 1 hour to your manager and according to the processes, escalate where appropriate and act promptly in recording into IRIS
- Adhere to Kiwirail's health and safety requirements and take 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.
- Ensure safety inductions/audits in and around workplace are carried out and records are documented and kept on file.
- Ensure keep up-to-date with all safety bulletins, and changes to codes and practices. Help the structures team to understand and deliver their Zero Harm accountabilities and champion the Care & Protect value.

**Person Profile**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Trade experience in the construction industry or other related industry</li> <li>• Understand and be familiar with the Structures Engineering codes and code supplements.</li> <li>• Previous experience in rail or an operational environment preferably in the transport industry.</li> <li>• Experience with SAP or similar work project planning software.</li> <li>• Experience using asset databases and ability to produce queries and reports from an engineering database.</li> </ul>	Rail technical knowledge
<ul style="list-style-type: none"> <li>• Ability to lead and mentor.</li> <li>• Able to work autonomously.</li> <li>• Strong organisational, interpersonal and influencing skills.</li> <li>• Able to prioritise conflicting demands.</li> <li>• Project management skills.</li> <li>• Strong research and analytical skills.</li> </ul>	

<ul style="list-style-type: none"> <li>• Sound written and oral communication skills.</li> <li>• Relate well to field staff.</li> </ul>	
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**Education:**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Secondary qualification in engineering</li> <li>• Trade background or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary qualification in engineering</li> </ul>