



# Position Description

## Rail Operator Operations - Rail

### **Purpose:**

Carry out train inspection duties and berth arriving trains. Ensure all vehicles comprising the train are in a fit state to commence the journey and meet all health, safety and rail operating requirements. Work with the Remote Control Operator / Locomotive Engineer acting as a second person. Work in accordance with health and safety and rail operating procedures as specified in the Rail Operating Code.

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:** Terminal Operations Manager

**Responsible for:** NA

**Location:**

**Budget:** NA

**Internal Contacts:** Kiwirail Managers, Operational Managers / Team Leaders, KiwiRail Network Services and AMIE Group, Interislander / Passenger Group

**External Contacts:** Customers, General Public

### **Key Accountabilities**

#### **Zero Harm**

- Comply with operating rules, processes and procedures to prevent operating incidents (e.g., derailments, collisions, SPADs, injuries, dangerous goods, spills, etc.)
- Identify, control and report hazards, incidents, emergency situations, environmental incidents (e.g., diesel spills, etc.) and unsafe behaviours to the manager or team leader
- Take responsibility for personal safety and that of other rail employees, contractors and visitors within your work environment to avoid accidents and incidents
- Report all accidents and incidents to your immediate supervisor immediately
- Review all safety bulletins, changes to codes and practices prior to sign off to keep up-to-date with all safety requirements
- Meet and maintain all medical standards set out by KiwiRail and take responsibility for personal wellbeing to ensure fitness for work



<b>Train Inspections</b>
<ul style="list-style-type: none"> <li>• Complete train inspection checklists before departure to ensure safe travel of all equipment within the rail corridor</li> <li>• Complete break test and load checks on arrival to ensure safe travel of all equipment within the rail corridor</li> <li>• Notify appropriate people of identified problems in a timely manner</li> <li>• Pilot locomotive engines onto / from trains in a safe and timely manner</li> </ul>
<b>Second Person Duties</b>
<ul style="list-style-type: none"> <li>• Support Remote Control Operator / Locomotive Engineer in the cab as non-driving crew person to ensure safe operation of the train / remote control engine.</li> <li>• Observe signals, faults and any irregularities that may occur on train services and report as soon as reasonably possible</li> <li>• Build and break up rakes and trains in a safe and timely manner</li> <li>• Move wagons to and from customer sidings and trains safely</li> </ul>
<b>Rules, Regulations and Systems</b>
<ul style="list-style-type: none"> <li>• Operate in accordance with the Rail Operating Code at all times to avoid incidents</li> <li>• Ensure knowledge of current Rail Operating Code is up to date and consistently adhered to</li> </ul>
<b>Team Work / Customer Service</b>
<ul style="list-style-type: none"> <li>• Maintain and develop good working relationships with internal and external customers</li> <li>• Communicate regularly and effectively with team members and customers on feedback and observations</li> <li>• Work to customers' schedules and programmes in the time required</li> <li>• Ensure good familiarity with customers' sidings, safety rules and practices</li> <li>• Coach and mentor team members on safe working practices and codes</li> </ul>
<b>Equipment Maintenance</b>
<ul style="list-style-type: none"> <li>• Report any repairs or maintenance required to the Team Leader</li> <li>• Take out faulty equipment immediately on recognising an issue</li> </ul>

## **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• 2 – 4 years' relevant work experience</li> <li>• Customer focused</li> <li>• Strong team player</li> <li>• Follows Company Operational Rules and Safety Procedures</li> <li>• Action oriented, makes decisions and accountable</li> </ul>	<ul style="list-style-type: none"> <li>• 3 – 5 years previous experience in a heavy industrial / manual labour role</li> <li>• 1 – 2 years previous experience in shift work</li> </ul>

## **Education:**



Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Full Class 1 or above Driver's License</li> <li>• Sound written and verbal communication</li> </ul>	NCEA Level 1

