

KiwiRail | Position Description

LEADING HAND STRUCTURES (Trade/Non Trade) Network Services

Purpose:

Working as part of the team, the Leading Hand Structures (Trade/Non Trade) is responsible for leading and supervising a work group to ensure the efficient operation, to achieve structures maintenance, repair and renewal work both planned and unplanned, in a timely and cost-effective manner. Ensure work is carried out in a way which complies with all KIWIRAIL quality, safety and engineering standards.

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:	Production Manager/ Field Production Manager (Structures)
Responsible for:	Day to day work of Structures team members
Location:	Local Depot - Some travelling/overnight may be required
Internal Contacts:	Production Manager, Field Production Managers Field Asset Engineers, other Field staff, Train Control, Engineering team and Technical Services Manager, Structures
External Contacts:	Contractors Members of public

Key Accountabilities

Operations
• Carry out building, maintenance and repairs to all railways structures on the track network • In a team environment, perform tasks associated with the efficient operation of the structures infrastructure. • Follow instructions to planned work. • Complete records and documentation as appropriate and when required • Take all immediate actions necessary to rectify any defect or limit any hazard that poses a safety risk to either staff, the public or train operations. • Maintain a customer service focus and display professional behaviour when dealing with, associated client personnel, sub-contractors and members of the public • Ensure you clearly document your work activities and established files are clearly identified and filed correctly • Provide data and reports to the Field Production Manager Structures or Production Manager and structures engineering team to assist in preparation of compliance reports and other special information requests
Zero Harm
• Responsible for complying with all 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 to your immediate manager • 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. • Report all accidents and incidents to your immediate supervisor within one hour.
Training & Development
• Undertake On the Job Training for the set designation plus attend training courses run by company or external agencies where required to fulfil requirements of the position • Acquire on job training competencies set for position
Leadership
• Supervise, the team by way of direction and active participation, to carry out the works associated with the track and structures infrastructure and components. • Ensure the optimum utilisation of available resources, maintaining high productivity by leading and empowering the team. • Develop a safety and quality culture within the team by actively encouraging team to make recommendations that may reduce cost, increase productivity or improve health and safety. • Ensure on job training is carried out and OJT's are verified

Person Profile

Essential:	Desirable:
• Previous experience in supervising a work team • Previous experience in planning the work of the team. • Strong background in railways structure maintenance. • Knowledge of rail infrastructure codes and standards. • All On the Job training is complete up to the level of Senior Structures Maintainer. • Passed all modules of Intermediate Structures or have relevant knowledge up to the level of Senior Structures Maintainer • Some computer literacy	•

Education:

Essential:	Desirable:
• Equivalent to Level 1 or Level 2 NCEA • Class 2 New Zealand driver's licence • Appropriate Licences to operate successfully completed	• Passed all modules of Advanced Structures courses. • Relevant Carpentry Qualification