



Structures & Civils Maintenance Superintendent

Position Description

Team:	Wellington Metro Network - Network Maintenance	Location:	Wellington
Reports to:	Network Maintenance Manager		
Role Type:	Permanent		

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail, a proud State-Owned Enterprise, delivers sustainable and inclusive growth for our customers, communities, and people.

For more than 150 years, rail in New Zealand has connected communities, delivered freight and passengers around the country, and showcased our spectacular scenery to the world. Our purpose—Hononga Whaikaha, Oranga mo Aotearoa (Stronger Connections, Better New Zealand)—speaks to connection with our customers and the future needs of their businesses, connection with the communities we serve and operate in, and connection with each other. KiwiRail is carrying this legacy into the future, delivering connected rail and shipping transport services that create economic, social, and environmental value for New Zealand and New Zealanders.

Our Workplace

At KiwiRail, our values define the behaviour we expect from everyone. We have a team of over 4500 people, and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Safety, health, and well-being are our number one priority, ensuring our people return home safe and healthy every day.

About the Role

Purpose of the role

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

The Structures & Civils Maintenance Superintendent provides people leadership to the Structures gang, and senior leadership and technical oversight of structures and civil infrastructure maintenance activities across the Wellington Metro network. The role is accountable for ensuring the safety, integrity, and performance of structures and civil assets — including bridges, tunnels, culverts, retaining structures, platforms, earthworks, and drainage — to support safe and reliable rail operations. This role sets the maintenance strategy, manages risk and performance while working closely with operations, engineering, and asset management stakeholders.

The Structures and Civil Maintenance Superintendent provides people leadership to the Structures gang and is responsible for ensuring the right capability is available, deployed safely, and utilised effectively. The role also holds responsibility for all civil and structure maintenance work being delivered in a timely manner to ensure a safe and compliant network.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Take accountability for the full employee lifecycle of tasks for direct reports, including recruitment, talent management, development and resolution of employment matters, performance and conduct related, with the support of the Human Resources team.
- Ensure structures and civil assets remain code compliant through effective planned and programmed maintenance regimes.
- Own structures and civil maintenance expenditure, ensuring defect responses, and routine maintenance are delivered within approved budgets and aligned to asset risk and condition.
- Shape and improve structures and civil maintenance planning and intervention timing to optimise whole-of-life cost, minimise reactive work, and support long-term network resilience.
- Work collaboratively with the Assets Engineers (both Civils and Structural) to ensure compliance, condition, and performance reporting is accurate, complete, and maintained in a timely manner.
- Work collaboratively with the wider maintenance and the planning teams to ensure that maintenance requirements are resourced efficiently.
- Oversee safety critical work, fault response, incident investigations, and implementation of corrective and preventive actions as required.
- Develop and implement preventative, corrective, and predictive maintenance strategies for structures and civil assets to optimise lifecycle value.
- Own the on-time execution of programmed maintenance activities, maintaining strong focus on quality, safety, and efficiency.
- Manage complex maintenance activities, access planning, and resourcing requirements to ensure on-time delivery of work programmes, utilising the Maximo Asset Management system.
- Conduct quality assurance reviews of structures and civil maintenance works to ensure compliance with standards, specifications, and engineering requirements.
- Drive effective planning, prioritisation, and delivery of maintenance works in coordination with the Network Planning and Integrity team.
- Maintenance technical leadership for structures and civils maintenance and provide advanced expert advice to internal stakeholders.
- Support asset management plans, inspection programmes, renewals, and capital delivery projects with structures and civils maintenance expertise.

- Drive continuous improvement, standardisation, resilience, and adoption of modern inspection and maintenance practices and technologies.

Key challenges

- Managing ageing and high-risk structures and earthworks across a geographically dispersed rail network.
- Maintaining structural integrity and safety in a 24/7 operating environment.
- Ensuring programmed and reactive maintenance tasks are resourced efficiently.
- Balancing inspections, maintenance, renewals, access constraints, and operational impacts in collaboration with the other wellington teams.
- Responding to weather events, natural hazards, and emergency infrastructure failures where need be.
- Leading specialist technical teams in safety-critical, high-risk environments.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	General Manager - Wellington Metro				✓
	Network Maintenance Manager – Wellington Metro		✓		
	Network Workforce Team			✓	✓
	Network Planning & Integrity Team			✓	✓
	Network Intervention Team			✓	✓
	Commercial & Performance Team			✓	✓
	Customer & Operations Team			✓	✓
	Maintenance Superintendents			✓	
	Engineering team Managers/Professional Heads			✓	✓
External	Contractors and maintenance service providers	✓		✓	
	Local authorities and stakeholders			✓	✓

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Lead safety critical structures and civils work in line with KiwiRail's safety management system. • Identify, assess, and manage structural, geotechnical, environmental, and workplace risks. • Promote safety leadership behaviours and wellbeing across teams. • Attend and participate in HSAT meetings.
Customer Focus	<ul style="list-style-type: none"> • Support safe and reliable train operations through resilient infrastructure. • Work collaboratively with operational stakeholders to minimise service disruption. • Balance maintenance and inspection requirements with network availability. • Manage contractor safety, performance, and compliance where external civil maintenance services are engaged.
High Performing Teams Skills	<ul style="list-style-type: none"> • Set clear performance and safety expectations aligned with KiwiRail's Maintenance strategy. • Build a collaborative, inclusive and accountable culture. • Encourage innovation and continuous improvement.
Commercial Acumen	<ul style="list-style-type: none"> • Support budget planning and cost control for civils and structures maintenance activities. • Ensure efficient use of labour, plant, materials and specialist services. • Manage contractor performance to achieve value-for-money outcomes. • Recognise how financial decisions impact KiwiRail's overall position
People Leadership	<ul style="list-style-type: none"> • Provide day-to-day people management, fostering a safe, inclusive and values led team culture. • Manage team resourcing, rosters, leave and absenteeism to ensure operational coverage and productivity. • Ensure staff qualifications, competencies and medicals remain current; coordinate training and maintain accurate training and leave records. • Monitor performance and behaviour/conduct, providing clear expectations, regular coaching and timely feedback. • Ensure timesheets are completed accurately, aligned to planned and delivered work. • Lead performance management and disciplinary processes in line with delegated authority. • Ensure full compliance with employment legislation, employment agreements and organisational policies. • Actively role model organisational values through safety engagements and daily leadership behaviours. • Lead recruitment and capability development to meet current and future business needs.

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- Establish clear goals, behavioural expectations and SMART performance objectives supported by regular reviews and coaching.

**Governance, Risk and
Asset Management**

- Apply governance and assurance frameworks to structures and civils maintenance.
 - Identify and manage asset, operational and environmental risks proactively.
 - Implement asset management policies and frameworks to optimise asset performance and lifecycle outcomes.
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Decision Making

The Structures & Civils Maintenance Superintendent is accountable for decisions related to structures and civil maintenance operations and provides expert advice on safety critical and engineering matters.

Key decision making requirements include:

- Decisions relating to asset condition, defects, inspections, and safety controls.
- People management decisions aligned with delegated authority.
- Prioritisation of maintenance, inspections, and fault response.
- Allocation of resources, specialist access, and emergency response.
- Recommendations affecting asset integrity, renewals, and lifecycle investment.

Human Resources Delegations	People Leader
Direct reports	5
Finance Delegations	Level 8: Budgeted Operating Expenditure and Capital Expenditure \$10k.
Budget (operating and capital)	\$10M+ per annum
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role may require:

- Accessing rail corridors, bridges, tunnels, and remote structures.
- Working at heights, in confined spaces, and outdoors in all weather conditions.
- Exposure to construction plant, machinery, noise, vibration, and uneven terrain.
- Participation in emergency response, night work, and on-call activities.
- Compliance with PPE requirements including safety footwear, high visibility clothing, head, eye, hearing, and fall protection equipment

Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.

About you

Knowledge and experience

- Extensive experience in civil or structural infrastructure maintenance.
- Demonstrated leadership experience in safety-critical, engineering, or construction environments.
- Proven people leadership experience.
- Strong understanding of structural, geotechnical, and civil asset standards and inspection regimes.
- Proven experience managing incidents, defects, and infrastructure risk.

Ways of working / Work-related qualities

- Strong safety leadership and engineering judgement.
- Clear communicator with technical and operational audiences.
- You balance risk, performance and practicality.
- Decisive, resilient, and pragmatic in dynamic environments.
- Collaborative and values-driven leader.

Other Requirements

- Ability to obtain and maintain required rail safety competencies.
- Willingness to participate in on-call and emergency response arrangements.
- Current and valid New Zealand driver licence.
- Ability to meet KiwiRail drug and alcohol testing requirements

Qualifications

You need:

- A relevant qualification in civil engineering, structural engineering, or a related discipline, **or** significant equivalent industry experience in structures and civil infrastructure maintenance.
- Relevant industry certifications and safety-critical competencies

**CREATING
STRONGER
CONNECTIONS**

The KiwiRail logo is displayed on an orange background. It features the word "KiwiRail" in a bold, black, sans-serif font, followed by a stylized graphic of a kiwi bird's tail feathers.