

TRACK INSPECTOR CPAD

Purpose:

Carry out audits and inspections of KiwiRail’s track infrastructure assets. The purpose of these audits and inspections is to pro-actively monitor safety and code compliance, monitor work programmes and progress against plans, gather asset information and make recommendations on work required.

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: Asset Engineer
Responsible for: Nil
Location: Local Depot - Frequent travel in the area
Internal Contacts: Network Services Managers
 Production Managers
 Field Engineers
 Field staff
 Engineering team and Technical Services Manager
 Train Control
External Contacts: Contractors

Key Accountabilities:

Track Activities

- Undertake track inspections and reports to prescribed standards and within set timeframes
- Apply and monitor speed restrictions, recommend alteration and removal of speed restrictions required for track works or defects.
- Inspect signs to ensure visibility
- Observe any work carried out near KiwiRail property to ensure there is no interference with safety of the track to mitigate risk.
- Carry out emergency repairs as appropriate and applicable.
- Liaise with Train Control regarding train running and track activities. Arrange track possessions when required.
- Monitor work quality and initiate action required to prevent and/or make good on any non-conformance.
- Attend incidents and emergency events as required (including out of hour attendance).

- Communicate and provide technical guidance and leadership to track field staff to assist in track works
- Carry out special track inspections for adverse weather, heat and other conditions.
- Provide data and reports to the Production Manager/ Asset Engineer and Track engineering team
- Contribute to a positive team working environment
- Ensure you clearly document your work activities and established files are clearly identified and filed correctly

Training and Development

- Undertake both On the Job Training for the set designation plus attend training courses run by the company, or external agencies where required to fulfil requirements of the position
- Acquire on job training competencies set for position, including the early successful completion of a Track Inspector's course.

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.

Person Profile:

Essential:	Desirable:
<ul style="list-style-type: none"> • Experience of working as part of a team • Computer literate • A thorough knowledge of engineering codes and standards covering track. • Significant experience in rail track maintenance and construction • Background in construction health and safety processes • Proven experience in audit and inspection of rail track • Relevant track protection skills • Ability to work at heights • Ability to work outdoors in all weather. • Well-developed leadership and influencing skills. • Able to work autonomously 	<ul style="list-style-type: none"> • Technical experience relevant to railway • Familiar with relevant computer applications – email, office applications, technical databases • Able to take a leadership role and to motivate staff • Maximo data entry capability



<ul style="list-style-type: none"> • Ability to communicate effectively verbally and in written form • Ability to motivate in order to plan work and achieve completion targets • Ability to travel and stay away overnight for extended periods. • Ability to attend call back/outs when required • A demonstrated commitment to health and safety in the workplace. 	
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Education:

Essential:	Desirable:
<ul style="list-style-type: none"> • HT Class 2 License or eligible to obtain this class of licence • Operational certification to work on railways 	<ul style="list-style-type: none"> • Technical training relevant to rail • NCEA Level 2 in Maths and English or equivalent

Non Technical Skills:

Observable Behaviours – that can be used to assess whether the skill is present.

Situational Awareness:
<p>The use of people, procedures, equipment and monitoring to obtain and maintain good awareness of the situation and our surroundings.</p> <ul style="list-style-type: none"> • Access and retain relevant information • Attend to details • Manage distractions • Remain focussed • Anticipate risk
Teamwork and Communication
<p>Co-operation, coordination and communication between members of a team to achieve desired outcomes. Communication to be open interactive and 'closed loop'.</p> <ul style="list-style-type: none"> • Deliver messages effectively • Listen actively and clarify and confirm messages • Collaborate, share information and cooperate with others • Manage relationships • Own responsibilities
Decision Making and Action
<p>The process of making a choice by identifying a decision need, gathering information, and assessing alternative solutions and actions.</p>



- Identify options
- Prioritise action
- Make timely decisions
- Adapt to changes
- Act with confidence

Task and Workload Management

Manage workload by preplanning, task allocation, delegation, prioritising to avoid a high overload situation.

- Assess and respond to situation
- Plan and resource work
- Make optimum use of time available
- Manage self
- Deliver plan

