

KiwiRail | Position Description

TRACK WORKER Infrastructure

Purpose:

As a valued member of a KiwiRail maintenance team, you would be required to work efficiently in a team environment to carry maintenance, repairs, or renewals of the infrastructure asset using the appropriate methodology to complete the tasks.

Under the supervision and direction of the Track Ganger/Senior Track Maintainer the Track Worker is responsible for carrying out specified maintenance tasks in a safe, timely, and cost effective manner.

You will be given guidance and On Job Training (OJT) by the ganger and senior Track maintainer to ensure you are capable and competent in carrying out specific tasks such that eventually you will be able to carry out these unsupervised.

Zero Harm is a crucial component of how KiwiRail operates and as such you will be expected to be fully engaged in safety, promoting discussion at Toolbox and start up meetings, providing solutions to raised concerns, where able to provide positive leadership in all aspects of your role and "walk the safety talk.

Dimensions:

Reports to: On a day to day operational basis reporting to the Ganger but may be required to receive instructions from the Senior Track Maintainer

Responsible for: Personal safety
Ensuring PPE is fit for purpose and worn at all times

Location: Local Depot or specified site – Some travelling/overnight stays may be required

Internal Contacts: Network Services Field and Office Staff
Freight personnel where applicable

External Contacts: Contractors
External Customers
Members of the public



Key Accountabilities:

Track Activities
<ul style="list-style-type: none">• Under supervision and direction (where not qualified or competent) carry out specified maintenance, repairs, or renewals of the infrastructure using the correct methodology fully compliant with codes and standards• Where applicable and certified to level 1 carry out a range of welds to assist with ongoing track maintenance and renewal tasks• Use hand tools to carry out maintenance and gain competency in their use• Maintain and operate Minor plant equipment to gain competency in their use• Complete forms and documents as and when required of your role within the correct timelines ensuring you clearly document your work activities, any QA and non-conformance issues, and deliver to your respective team leaders/ganger• Contribute to team decisions and Tool Box meetings• Maintain a customer service focus• Display professional behaviour when dealing with, associated client personnel, sub-contractors and members of the public• Such other duties and responsibilities as the Company may require from time to time
Competency
<ul style="list-style-type: none">• Complete and pass/revalidate competencies required for designated training to fulfil the requirements of the position including external, internal, and On The Job (OJT)• Continue to up-skill as is required for the Track Worker role• Look to advance to a Track Maintainer
Zero Harm
<ul style="list-style-type: none">• Responsible for complying with all rail safety system standards, procedures and statutory requirements within your area of competency• Provide safety leadership for other rail employees, contractors, visitors, and members of the public within your work environment, and ensure that your personal safety is paramount• Be actively engaged in identification, reporting and initial control of any safety or environmental hazard identified within your area, provide solutions and mitigations to prevent harm and where necessary report to your ganger or immediate manager• Be an active supporter of KiwiRail's health and safety requirements and provide active support within the team to ensure all team members engage in good safety practices• Report all accidents and incidents to your immediate ganger/supervisor immediately or where not possible within one hour



Person Profile:

Essential:	Desirable:
<ul style="list-style-type: none"> • Passed all modules required to be a Trainee Track Worker inclusive of OJT modules • Actively promotes working as part of a team • Ability to work outdoors in all weather • Ability to stay away overnight for extended periods • Ability to attend call back/outs when required • A "Can Do" attitude 	<ul style="list-style-type: none"> • Current Class 2 drivers licence

Education:

Essential:	Desirable:
	<ul style="list-style-type: none"> • NCEA Level 1 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

The process of making a choice by identifying a decision need, gathering information, and assessing alternative solutions and actions.

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

Task and Workload Management

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

