

Team Leader – Mechanical Maintenance Rolling Stock and Asset Services

Purpose:

The Team Leader leads and organises the team daily and liaises with Planners to ensure work progresses to required standards in a timely manner. He/she guides and mentors staff, leads by example, takes accountability for the team’s work and looks for opportunities for improvement. The Team Leader supports the Site Manager in achieving the site’s targets.

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:** Site Manager
- Responsible for:** Mechanical Engineers, Servicing Assistants, Store Persons
- Location:** Auckland / Mount Maunganui / Palmerston North / Wellington / Christchurch / Dunedin
- Budget:** NA
- Internal Contacts:** Planners, Engineers, Inventory, Rail Operations, Container Terminal Team Leaders
- External Contacts:** Suppliers, Contractors, Customers (e.g., MainFreight, Toll, Port, etc.)

Key Accountabilities

| Zero Harm |
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| <ul style="list-style-type: none"> • Identifies hazards and shares with the team to reduce injuries • Leads pre-shift briefings to the team to highlight hazards and associated risks with jobs for the day • Promotes zero harm and identifies non-zero harm behaviours to ensure full team engagement • Oversees correct allocation and use of Personal Protection Equipment (PPE) to ensure staff are appropriately protected for the task being completed • Completes safety observations to ensure staff comply with rail operating code and rules, keep current in operational licences and are operating safely • Completes IRIS (i.e., incident management system) and incident reports in a timely manner to identify early intervention • Promotes a clean and tidy workplace to prevent falls, trips and manual handling injuries |



Leadership

- Communicates and demonstrates KiwiRail core values to instil values through the team
- Supervises on-job performance to ensure effective repairs and deliver on the promise of locomotive and wagon completion and availability
- Develops and mentors team members to build skills and confidence for delivering results
- Identifies and reports to the manager behavioural and performance issues at an early stage to actively manage and improve performance.
- Plans and allocates staff on the roster to have the necessary staff on the right shift at the right time for meeting workload demands
- Leads tool box meetings and encourages staff to have input to keep staff informed and engaged

Documentation and Record Keeping

- Supervises the accuracy and completion of check sheets to ensure compliance
- Reviews and timely closes work in SAP (i.e., business application software) to maintain a measurable record of activities
- Uploads incidents into IRIS in a timely manner to provide wider communication and trend analysis of incidents
- Maintains up to date knowledge on business management systems to ensure a current level of compliance
- Reviews KPIs / Scorecard regularly to track performance and identify areas for improvement

Completion of Work to Required Standards

- Takes a higher level view of the quality of the task to ensure early intervention and corrective action
- Checks progress of tasks regularly to ensure advancement of the check sheet and overall completion of jobs to standard and on time.
- Delegates tasks according to skill availability and individual professional development to ensure timely completion of compliant work
- Signs off the Locomotive / Wagon release sheet to verify compliance of relevant codes
- Plans and directs operational procedures to ensure compliance with all rail vehicle movements
- Supports the team through the Mechanical Maintenance Improvement Process (MMIP) to identify improvements and monitor team results

Cost Containment

- Oversees the use and storage of tools and equipment to ensure tools are available in a fit working state as required
- Manages inventory through correct booking and allocation of parts to assets, cyclic counts and reviewing SAP to monitor costs and ensure accurate stock availability
- Looks for cost improvement opportunities to reduce maintenance costs
- Engages the team in identifying productivity improvements to continually enhance cost effective maintenance



Communication with Planners and Operations

- Liaises with Planners to plan the workflow through the workshop
- Communicates regularly with Planners to develop close working relationships
- Communicates and liaises with Operations to avoid conflicting movements within a shared territory
- Liaises with Locomotive Engineers to identify faults and required work
- Communicates with Operations Team Leaders to inform them of work completion

Person Profile

| Essential: | Desirable: |
|--|---|
| <ul style="list-style-type: none">• Demonstrated leadership ability• Able to handle change and ambiguity• Current clean full drivers license | <ul style="list-style-type: none">• Familiarity with SAP, IRIS• Ground based shunting and driving experience |

Education:

| Essential: | Desirable: |
|---|--|
| <ul style="list-style-type: none">• Relevant experience in heavy maintainance (5yrs+)• Computer literacy | <ul style="list-style-type: none">• NCEA• Working towards trade certificate• Working towards NZQA Team Leader Training / FLM |

