



# Position Description

## Field Asset Engineer Network Services

### **Purpose:**

Responsible for asset management of a section of track. Creates the work bank plans and work orders to support delivery of KPI's in Asset Management and Business plans. Provides technical advice to the area production teams. Carries out engineering inspections and site audits to ensure the asset condition meets code requirements and that the Maximo system contains correct, complete and up to date information.

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  
**Location:** Local Depot - Some regular travelling/overnight will be required  
**Internal Contacts:** Production Manager  
Field Production Managers and teams  
Track Inspectors  
Track & Civil Engineering offices  
Projects Group  
Zero Harm Manager and his team  
Inventory and Plant team

**External Contacts:** Contractors  
Local Authorities and other service providers  
Private siding owners / Neighbours

### **Key Accountabilities**

Planning activities
<ul style="list-style-type: none"><li>• Collate and prioritise work identified to meet the requirements of the Asset Management and Business plans</li><li>• Undertake engineering inspections on allocated sections of track</li><li>• Set target start and finish dates to meet priorities</li><li>• Prepare work order to 'Ready to Plan status' and attach Job and/or Work Plans. Include work-trains, service freight, materials, subcontractors (plant) and labour resources</li><li>• Forward work order to the Field Production Manager to complete the detailed planning and work delivery</li></ul>

<ul style="list-style-type: none"> <li>• Consider all advisories or directives (Codes, SIN, rules and regulations) from Track and Civil Engineering office and ensure they are reflected in planned work activity</li> <li>• Perform engineering data analysis in Maximo for TQI, TSA and other applications</li> <li>• Monitor production job milestones, report progress, provide technical support and advice</li> <li>• Provide technical support and advice as required</li> </ul>
<b>Audit and Review</b>
<ul style="list-style-type: none"> <li>• Conduct on-site inspections and report results</li> <li>• Conduct technical audit at job completion and planned milestones and raise any exceptions</li> <li>• Ensure all asset data is updated in Maximo correctly and new assets are recorded as expected</li> <li>• Generate standard and customised reports as required</li> <li>• Provide information and reports to the Asset Manager to meet Code Compliance audits, project deliverables and other ad hoc queries</li> <li>• Work with the Planner/Scheduler and the Data Analyst to provide information for review to support continuous learning and improvement</li> <li>• Participate in the job review of work delivered, costs, scope and timeframe</li> <li>• support the Asset Engineer with the M120 and the data systems in a timely way to produce evidence of compliance</li> </ul>
<b>Zero Harm</b>
<ul style="list-style-type: none"> <li>• Active role taken in identifying hazards and unsafe behaviours in your workplace.</li> <li>• Report all hazards and incidents/accidents/environmental to your manager and according to the processes, escalate where appropriate and act promptly in recording into IRIS.</li> <li>• Ensure safety inductions/audits in and around workplace are carried out and records are documented and kept on file.</li> <li>• Procedure/ process to handle dangerous goods product is strictly followed.</li> <li>• Ensure keep up-to-date with all safety bulletins, and changes to codes and practices.</li> <li>• Set the standard for service, behaviour and performance.</li> <li>• Safety observations are recorded.</li> <li>• Get involved with Zero Harm and induction training as requested.</li> <li>• Undertake to complete your allocated Safe Work Conversations (SWC's), toolbox meetings as part of the Groups standard KPI's.</li> </ul>
<b>Relationship Management</b>
<ul style="list-style-type: none"> <li>• Provide excellent service to all internal and external customers</li> <li>• Develop partnerships with relevant external organisations</li> <li>• Develop and maintain good working relationships with contractors, neighbors, Local Authorities and Private siding owners etc.</li> </ul>
<b>Learning and Development</b>
<ul style="list-style-type: none"> <li>• Keep up to date with new technology and techniques</li> <li>• Maintain good engagement with Track and Civil Engineering office to ensure your technical advice aligns across KiwiRail</li> </ul>

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| <ul style="list-style-type: none"><li>• Undertake on job training as required from time to time to keep currency</li></ul> |
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## **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Experience in job planning and estimating.</li><li>• Experience in civil engineering project management, cost control and managing job timelines.</li><li>• Understanding of codes, standards and their application to work practices.</li><li>• Ability to engage in technical discussions and debate with engineers</li><li>• IT literate</li><li>• Proactive in delivering safety management standards and processes.</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• Experience in implementing business change to achieve best practice asset management</li></ul>

## **Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Tertiary qualification in engineering (B Eng, NZCE)</li></ul>	<ul style="list-style-type: none"><li>• Experience in using Maximo for works management</li></ul>