



# Project Engineer

## Position Description

<b>Team:</b>	Wellington Metro Network – Network Intervention	<b>Location:</b>	Wellington
<b>Reports to:</b>	Network Delivery Manager		
<b>Role Type:</b>	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 period of significant transformation to modernise and grow New Zealand's rail network.

The Project Engineer provides technical leadership and expertise, engineering coordination, and quality assurance support to the delivery of network intervention projects. The role ensures projects are technically compliant, constructible, safe, and supported by appropriate engineering documentation.

Working closely with Project Managers, the Project Engineer coordinates engineering inputs across disciplines, supports delivery planning, and works closely in collaboration with their project team, Superintendents, the Network Planning and Network Workforce teams, and contractors to translate scope into executable works within a live rail environment. They take personal responsibility for their assigned works and their contribution to the objective of a better railway for Wellington.

The role is focused on technical assurance, constructability, and quality compliance.

### Key Accountabilities

Within the Wellington Metro, this role is required to:

- Plan, agree, procure and deliver works, as detailed by individual assignment: Working with designers, users and suppliers, develop the scheme, programme and budget for works, plan materials, resources and access, procure materials and services, supervise delivery of works and ensure works are commissioned and accepted, with appropriate training and documentation.
- Work with specialists and experts to deliver these elements wherever they lie beyond capabilities or assigned authority.
- Lead and coordinate engineering inputs across all relevant disciplines, including track, signalling & communications, traction power, civil, and structural for delivery of the project scope.
- Arrange for inspections by KiwiRail and external certifiers to deliver compliance certification on completion of the works.
- Using your engineering judgement and skills, act as the technical point of escalation for all engineering matters on site.
- Manage the handover of completed works. This will result in compliance with KiwiRail policy, principles, standards and task instructions
- Work with stores and contractors to ensure materials used in construction are compliant with specifications.
- Work within KiwiRail's digital engineering framework and championing this with contractors and consultants. Work with contractors to enable integration of the digital way of working into the contractors business.
- Lead on assigned aspects of the project sustainability strategy as it relates to the specific work packages.
- The Project Engineer is expected to act as a champion for continuous improvement throughout the project. This will result in a general atmosphere of focus, innovation and improvement.
- Focus will always be on objectives, be these the overall project or programme objectives, or the objectives set out in KiwiRail policies.
- Support Delivery Manager in financial measuring and reporting for assigned work. This will result in accurate accruals, forecasts and reports provided on time; accurate and complete reports or drafted provided on agreed schedules.
- As delegated, manage variations formally and in compliance with contract(s).
- Ensure that variation costs are prudently controlled to an optimum level, any material budget effects forecast in advance and that suppliers know KiwiRail has this aspect of project under effective management, while maintaining positive relationships that are aligned with the contract form.
- Support the Delivery Manager and other project personnel in tendering and contract negotiations.

## Key challenges

- Ensuring quality outcomes from civil and structural contractors.
- Translating engineering designs into executable works within constrained access windows.
- Managing technical interfaces between civil/structural works and rail systems.
- Resolving site-based technical and quality issues quickly to avoid delivery delays.
- Maintaining engineering rigour under programme and schedule pressure.

<b>Key Relationships</b> Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Delivery Manager		✓		
	Project Managers			✓	✓
	Junior Project Engineers	✓		✓	
	Superintendents			✓	✓
	Engineering team			✓	✓
	Network Planning & Integrity team			✓	✓
	Network Workforce team			✓	✓
	Network Integrity team			✓	✓
	Network Maintenance team			✓	✓
External	Contractors and consultants	✓		✓	
	Independent inspectors and certifiers	✓		✓	✓
	Equipment suppliers and OEMs	✓		✓	
	Local authorities and third-party stakeholders			✓	✓

## What you will do to contribute

### Health Safety and Wellbeing

- Champion KiwiRail's **Care & Protect** value in all engineering and quality assurance activities.
- Ensure engineering inputs support safe methods of work and robust risk controls.
- Identify and escalate engineering-related safety risks promptly.
- 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.

	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>Support delivery solutions that minimise disruption to customers.</li> <li>Work with Operations and Planning teams to manage service impacts arising from engineering and construction activities.</li> <li>Communicate technical and quality constraints clearly to non-technical stakeholders.</li> </ul>
<b>High Performing Teams Skills</b>	<ul style="list-style-type: none"> <li>Work collaboratively with project, delivery, design, and field teams.</li> <li>Provide clear technical direction and quality expectations to contractors and consultants.</li> <li>Promote a culture of engineering discipline, quality, continuous improvement and adoption of modern work practices.</li> <li>Share lessons learned and good practice across projects.</li> </ul>
<b>Commercial Acumen</b>	<ul style="list-style-type: none"> <li>Support accurate quantity take-offs, cost estimates, and scope definitions, particularly for civil and structural works.</li> <li>Assist with technical evaluation of contractor claims, variations, and changes.</li> <li>Contribute to avoidance of rework through early identification of quality and constructability risks.</li> </ul>
<b>Other Role-Related Competencies</b>	<ul style="list-style-type: none"> <li>Support project governance, reporting, and assurance activities.</li> <li>Maintain accurate engineering and quality documentation and records.</li> <li>Assist with incident investigations, defects analysis, and post-project reviews.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Plan, agree, procure and deliver works, as detailed by individual assignment: Working with designers, users and suppliers, develop the scheme, programme and budget for works, plan materials, resources and access, procure materials and services, supervise delivery of works and ensure works are commissioned and accepted, with appropriate training and documentation.</li> <li>Work with specialists and experts to deliver these elements wherever they lie beyond capabilities or assigned authority.</li> <li>Lead and coordinate engineering inputs across all relevant disciplines, including track, signalling &amp; communications, traction power, civil, and structural for delivery of the project scope..</li> <li>Arrange for inspections by KiwiRail and external certifiers to deliver compliance certification on completion of the works.</li> <li>Manage the handover of completed works. This will result in compliance with KiwiRail policy, principles, standards and task instructions</li> <li>Work with stores and contractors to ensure materials used in construction are compliant with specifications.</li> <li>Work within KiwiRail's digital engineering framework and championing this with contractors and consultants. Work with contractors to enable integration of the digital way of working into the contractors business.</li> <li>Lead on assigned aspects of the project sustainability strategy as it relates to the specific work packages.</li> </ul>

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**Continuous Improvement and focus on objectives**

- The Project Engineer is expected to act as a champion for continuous improvement throughout the project. This will result in a general atmosphere of focus, innovation and improvement.
- Focus will always be on objectives, be these the overall project or programme objectives, or the objectives set out in KiwiRail policies.

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**Financial Control and Reporting**

- Support Network Delivery Manager in financial measuring and reporting for assigned work. This will result in accurate accruals, forecasts and reports provided on time; accurate and complete reports or drafted provided on agreed schedules. This will include:
  - Prepare expenditure plans and forecasts. Ensure that project cash flows are prepared based on programmes with basis of the cashflow clearly documented.
  - Manage the project budget objectives and take corrective action where required to ensure the budget objectives are met.
  - Participate in team meetings and prepare and present regular project reports and updates.
  - Continually review work practices, productivity and cost control throughout the project to maximize the financial performance of KiwiRail.
  - As delegated, manage variations formally and in compliance with contract(s).
  - Ensure that variation costs are prudently controlled to an optimum level, any material budget effects forecast in advance and that suppliers know KiwiRail has this aspect of project under effective management, while maintaining positive relationships that are aligned with the contract form.
  - Support the Network Delivery Manager and other project personnel in tendering and contract negotiations.
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## Decision Making

The position is accountable for **technical and quality-related decisions** within programme scope and approved standards.

Key decision-making requirements include:

- Acceptance of engineering solutions and constructability approaches
- Acceptance of civil and structural quality documentation prior to construction
- Identification and escalation of technical or quality non-compliance
- Provision of engineering and quality advice to the Project Manager

<b>Human Resources Delegations</b>	Nil
<b>Direct reports</b>	Nil
<b>Finance Delegations</b>	Level 8: Budgeted Operating Expenditure and Capital Expenditure \$10k.
<b>Budget (operating and capital)</b>	Nil
<b>Travel Delegations</b>	Nil
<b>Statutory powers</b>	Nil

## Physical demands and the nature of work

This role is primarily office-based with regular engagement in field environments and involves:

- Prolonged computer-based work
- Attendance at construction sites, inspections, and technical meetings
- Occasional night or weekend work to support delivery and quality assurance
- Travel across the network as required

*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

- Experience in engineering delivery of infrastructure or rail projects.
- Strong understanding of construction quality assurance processes.
- Familiarity with ITPs, hold points, inspections, and as-built documentation.
- Experience working in safety-critical environments with constrained access.

### Ways of working / Work-related qualities

- Demonstrates strong attention to detail and commitment to quality and ability to work effectively and without detailed supervision in an ambiguous and changing environment over prolonged periods
- Communicates clearly with designers, contractors, and non-technical stakeholders.
- Takes a pragmatic, delivery-focused approach to engineering and quality issues.
- Willing to challenge constructively where quality standards are not met.
- Builds trust through sound judgement and technical credibility.
- Ability to see the “big picture” and continue working steadily towards this, despite short term distractions, and without losing attention to detail and accuracy
- Ability to make safe and efficient decisions quickly under pressure.
- Drive and enthusiasm and the ability to positively inspire these in others

### Other Requirements

- You can pass regular drug and alcohol screenings.
- You hold a current and valid NZ driver’s licence.
- You are prepared to travel regularly within your area of responsibility.

### Qualifications

- Tertiary qualification in engineering (civil, structural, electrical, or equivalent).
- Membership of a relevant professional body desirable.