



Project Engineer - Substructure Care (Drainage)

Position Description – Capital Projects and Development

Team:	Network Readiness	Location:	Auckland
Reports to:	Project Manager	Job family:	N/A
Role Type:	Secondment/Fixed Term Contract	Salary:	N/A

About Us

KiwiRail’s Role in Aotearoa, New Zealand

KiwiRail delivers sustainable and inclusive growth for our customers, our communities and our people.

For more than 150 years, rail in New Zealand has connected communities, delivered goods and people around the country and showcased our spectacular scenery to the world. Our purpose 'Stronger Connections, Better New Zealand,' speaks to connected people, networks, journeys, experiences, and ways of working that move KiwiRail, the transport sector and New Zealand forward.

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. *Health, safety and wellbeing is our number one priority. Good safety is good business.*



About the Role

Purpose of the role

KiwiRail is in a phase of significant transformation to modernise and strengthen Aotearoa New Zealand's metro rail network. We're enhancing and modernising our network maintenance to support more frequent passenger services, faster journey times, and increased freight capacity.

The Network Readiness team is the spearhead of our interconnected Metros business, delivering best-in-class safety, consistent service performance, and driving innovation to meet stakeholder and customer obligations. As a standalone business unit aligning Auckland and Wellington operating models, we are committed to intelligent, preventative maintenance supported by sustainable funding. Through a transformation plan focused on safety, intelligence, automation, mechanisation, and asset management, we will meet network capacity demands, generate above-rail revenue, consistently achieve Delivery in Full, on Time (DIFOT) targets, and ensure service levels of excellence across the network by 2030.

The Project Engineer – Substructure Care (Drainage) will support Project Managers in planning, scoping and procuring design and work packages, contract formation and management, site observations, solving site and design issues, tracking and reporting spend, progress and other project measures. You will be required to execute activities safely and taking personal responsibility for your assigned tasks as part of the Transformation programme of work within the Network Readiness team's remit.

Key Accountabilities

Within the area of responsibility, this role is required demonstrate exceptional support of:

Focus on outcomes and continuous improvement

- Support delivery of detailed plans for the Substructure Care (Drainage) scope of work.
- Analyze data from different inspection equipment and personal (including but not limited to structures inspection, M136) in order to form a view on the drainage condition of the Metros Network
- Work in conjunction with asset engineering, track engineering, civils engineering and structures engineering to propose and document a strategy for the drainage intervention with the intention of achieving the required performance of the network
- Work in conjunction with asset engineering, track engineering, civils engineering and structures engineering to deliver new and update current task instructions and processes associated with the civils strategy proposed
- Work in conjunction with asset engineering, track engineering, civils engineering and structures engineering to define thresholds for drainage intervention, proposing a process for the civils maintenance team to deliver the strategy
- To engage with but not limited to Infrastructure, Engineering, Protection to deliver the best outcome for the Drainage Strategy for the Metros
- Sponsor and deliver field trials and maintenance for both geometry and drainage on the Metros network
- Engage and work collaboratively with Civils and Track Maintenance teams to delivery civils maintenance on the Metros Network
- To be available for night and day shift drainage intervention activities on the field
- 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, improvement and 'paced' task delivery.
- Continued focus on achieving objectives, be these the overall project or programme objectives, and coupled with the objectives set out in KiwiRail policies.

Project Controls and Reporting

- Support the Project Manager in all aspects of financial measuring and reporting for assigned work.

- Participate in team meetings and prepare and present project reports and updates as required.
- Continually review work practices, productivity and cost control throughout the project to maximise the financial performance of the project.
- Request purchase orders for the supply of goods and services not covered by contracts as delegated. Ensuring all orders are placed using a Purchase Order ahead of time and completed with delivery dates to allow accurate cash forecasting.
- 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 are forecasted in advance.
- Support the Project Manager and other personnel in tendering and contract negotiations as directed.
- Provide monthly reports to the Project Manager detailing the impact of variations on cost and the delivery schedule.

Change Management and Programme Integration

- Support change management initiatives for successful project transitions, operational readiness, entry into service and handover.
- Ensure successful programme interdependencies and integration with other projects.
- Capture lessons learned and contribute to continuous improvement for future projects.
- Collaborate with internal and external subject matter experts.
- Conduct frequent meetings with contractors to review the contracted scope and address any variations.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Project Manager		✓	✓	✓
	Delivery Team			✓	✓
	Engineering and Signals Team			✓	✓
	Professional Heads			✓	✓
	Subject Matter Experts			✓	✓
	Internal Service Providers			✓	✓
External	Link Alliance/City Rail Link			✓	✓
	Auckland Transport			✓	✓
	WorkSafe			✓	✓
	Auckland Council			✓	✓
	Subject Matter Experts		✓	✓	✓
	Utility and Service Providers			✓	✓

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> • Implement safety procedures and ensure team compliance • Analyse workplace risks and develop mitigation strategies • Promote a culture of safety and wellbeing within your team • Respond effectively to safety incidents and near-misses • Support team members' physical and mental health
Customer Focus	<ul style="list-style-type: none"> • Provide a positive customer experience • Support a customer-focused culture at KiwiRail • Know our services well and explain them to customers • Respond quickly to customer needs • Develop solutions to meet customer requirements • Solve complex customer issues • Work with colleagues to improve customer outcomes
Commercial Acumen	<ul style="list-style-type: none"> • Plan and monitor own responsibilities to contribute to team objectives • Consider financial implications when making recommendations • Work with stakeholders to ensure quality outcomes • Recognise how decisions impact KiwiRail's overall position
Role Specific Domain	<ul style="list-style-type: none"> • Support delivery of detailed plans for the Substructure Care (Drainage) scope of work. • Analyze data from different inspection equipment and personal (including but not limited to structures inspection, M136) in order to form a view on the drainage condition of the Metros Network • Work in conjunction with asset engineering, track engineering, civils engineering and structures engineering to propose and document a strategy for the drainage intervention with the intention of achieving the required performance of the network • Work in conjunction with asset engineering, track engineering, civils engineering and structures engineering to deliver new and update current task instructions and processes associated with the civils strategy proposed • Work in conjunction with asset engineering, track engineering, civils engineering and structures engineering to define thresholds for drainage intervention, proposing a process for the civils maintenance team to deliver the strategy • To engage with but not limited to Infrastructure, Engineering, Protection to deliver the best outcome for the Drainage Strategy for the Metros • Sponsor and deliver field trials and maintenance for both geometry and drainage on the Metros network • Engage and work collaboratively with Civils and Track Maintenance teams to delivery civils maintenance on the Metros Network • To be available for night and day shift drainage intervention activities on the field • 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, improvement and 'paced' task delivery.

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- Contribute to management of appropriate risk management register and activity.
 - Identify and forecast risks, issues, and opportunities in your project.
 - Support delivery of critical path, with risk-adjusted programming.
 - Timely reporting and escalation of key information to the Project and Programme Managers.
 - Manage close control of time, money and quality whilst driving an attitude of innovation and improvement.
 - Manage change processes in keeping with KiwiRail policy and project delivery best-practice.
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Decision Making

The position is accountable for decisions regarding all project management and operational objectives and for the provision of information to team members and relevant stakeholders on day-to-day project decisions.

Key decision-making requirements of the position include:

- Strong interpersonal skills are required to achieve cooperation, and positive negotiations with customers and suppliers.
- Financial and budgetary recommendations, including effective negotiation with stakeholders.
- Ability to juggle competing priorities.
- Risk management decisions.

Human Resources Delegations	Team member
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is administration-based and requires:

- Prolonged sitting and high computer usage.
- Limited walking, standing, twisting, bending (at the waist), crouching (bend knee).
- Carrying of laptop and paperwork when alternating between home and office.
- Limited lifting of up to 7 kg archive boxes.

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

- Proven track record of contributing to positive project outcomes in complex multi-disciplinary environments.
- Experience delivering rail projects is an advantage, and certification as Project Management Professional is a plus.
- Proven knowledge and understanding of project management methodologies and reporting, including risk management, design, specification, and production for assigned projects.
- Previous Project Engineering experience and ideally experience working in the railway or construction industry.
- Demonstrable experience contributing to key project documentation and working with teams to deliver quality outputs.
- Exceptional organisational skills in prioritising and managing own workload.
- Continually reviewing work practices, productivity, and cost control throughout the project to maximise the financial performance of project.
- Continuously assess risks and scope changes, identifying and recommending solutions to minimise adverse effects on cost, timeliness and quality of the project.
- Maintain excellent relationships with internal and external stakeholders, ensuring timely communication of project progress and likely impacts.

Ways of working / Work-related qualities

- You are able to maintain composure, making sound and timely decisions under pressure.
- You are pragmatic and flexible, effectively balancing the needs of your team, project and KiwiRail.

Qualifications

- Tertiary qualification in related discipline
- Project Management qualifications, PRINCE, PMP

And

- Relevant industry and/or project management certifications

**CREATING
STRONGER
CONNECTIONS**

The KiwiRail logo, featuring the word "KiwiRail" in a bold, sans-serif font, followed by a stylized graphic of a kiwi bird's tail feathers.