

**LEADING HAND SIGNALS EQUIPMENT TECHNICIAN  
Network Services**

**Purpose:**

Leading Hand of the SRRC (Signals Relay Repair Centre) provides overall supervision, training and mentoring of staff that are charged to carry out effective, reliable and efficient overhaul of signalling relays, electronic and other associated signalling equipment and components when necessary under the supervision of the Warehouse and Operations Manager.

Ensure work is carried out in a way that complies with all KIWIRAIL quality, safety and engineering standards. 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:** Warehouse and Operations Manager  
**Responsible for:** Signals Equipment Technician  
**Location:** Local Depot - Some travelling/overnight may be required  
**Internal Contacts:** Signals Engineers  
Signals Equipment Technician  
Signals Field Engineers  
Signals Maintainers/ Technicians  
Signals Equipment Assemblers  
Planners  
Regional Managers  
Other area staff  
**External Contacts:** Members of the Public  
Contractors  
External Customers

## **Key Accountabilities**

<b>Signals Activities</b>
<ul style="list-style-type: none"><li>• Supervise the dismantling and overhaul and testing of signalling plug in relays, points controllers, shelf relays, Searchlights and mechanical and types of timer relays</li><li>• Supervise the adjustment of electrical contacts to close tolerances with the aid of spring gauges and feeler gauges to specifications</li><li>• Supervise the testing and repairs to faulty mechanical and electrical tools</li><li>• Supervise the repairs to defined electronic equipment including the safe removal and replacement of electronic components</li><li>• Supervise the maintenance and overhaul of barrier crossing mechanisms and associated equipment for level crossing installations</li><li>• Ensure the acceptance tests on new relays and equipment and prototype equipment is carried out according to the specifications of the Engineers</li><li>• Supervise the manufacture of retrofit points controllers</li><li>• Ensure the maintenance and operation of test instruments is carried out professionally</li><li>• Able to assist in the testing of all relevant signalling equipment</li><li>• Ensure the operation and maintenance of machinery is carried out safely</li><li>• Maintain and operate the Asset Management system (SAP/Maximo)</li><li>• Keep up to date, maintain and order SRRC national stock levels and relay data base</li><li>• Manage and update "Relay Doc" web server</li><li>• Provide training and assessment to the Signals Equipment team</li><li>• productivity by leading and empowering the team</li><li>• Complete forms and documents as and when required</li><li>• Run team Tool Box Meetings</li><li>• Maintain a customer service focus and display professional behaviour when dealing with, associated client personnel, sub-contractors and members of the public.</li><li>• Ensure you clearly document your work activities and established files are clearly identified and filed correctly</li><li>• Such other duties and responsibilities as the Company may require from time to time</li></ul>
<b>Leadership Accountability</b>
<ul style="list-style-type: none"><li>• Organise and carry out work programmes for signals equipment team.</li><li>• Routine documentation is completed and forwarded to area office in a timely manner.</li><li>• Ensure all staff in the team have attended the required training and that their OJT's have been verified and assessed in a timely manner</li><li>• Ensure the optimum utilisation of available resources, maintaining high productivity by leading and empowering the team</li><li>• Adopt a flexible communication style that is appropriate to the audience, being either team, general public, management or peers.</li><li>• Champion a work environment amongst the team that is positive and encourages high performance.</li></ul>
<b>Zero Harm</b>

- 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
- Adhere to KiwiRail's health and safety requirements and be 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.
- Report all accidents and incidents to your immediate Manager within one hour.

### **Training and Development**

- Undertake "On the Job" Training for the set designation plus attend training courses run by the company, or external agencies as and when required to fulfil the requirements of the position
- Acquire "On the Job" Training competencies for the set position and the modules are successfully completed

### **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Minimum of 10 years' experience of NZ railway signalling or 8 years as a Signals Equipment Technician</li> <li>• Experience of working as part of a team</li> <li>• Successfully complete Induction training.</li> <li>• Successfully completed all "On the Job" training tasks for a Senior Signals Equipment Technician</li> <li>• Relevant experience of working in the railway electrical industry</li> </ul>	<ul style="list-style-type: none"> <li>• Past experience of assembling electrical equipment</li> <li>• Past signalling knowledge</li> <li>• Previous people management experience and leadership training</li> </ul>

### **Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Coaching for competency (or equivalent)</li> <li>• EST (Electrical Service Technician) or E (Electrician) Registration</li> <li>• Current Class 1 New Zealand driver's licence</li> </ul>	<ul style="list-style-type: none"> <li>• Level 5 Electrical Engineering (advanced trades)</li> </ul>