

JOB DESCRIPTION

INCUMBENT:	LOCATION: Buchanan
POSITION/JOB TITLE: Rail Track Maintenance Manager	SEGMENT: Mining
FUNCTIONAL AREA: Operations/ Rail	
DISCIPLINE: Operations Maintenance (Rail)	BUSINESS UNIT: AM Liberia
REPORTING TO: Rail and Port Manager	No OF PEOPLE MANAGED: 100+
Turn over	OPERATING UNIT: AML Operations

MAJOR DUTIES OF JOB HOLDER

Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)

- Ensure all ArcelorMittal Liberia (AML) activities are conducted in a safe and sustainable manner.
- Provide direction to the maintenance teams
- Ensure Emergency Track material are safely stored, and well documented
- Ensure on track maintenance machines are well maintained, and safely operated
- Provides safe and reliable and maintainable operating conditions for current operations whilst rail line is ramping up to 15mtpa
- Develop, budget, plan and execute the Rail maintenance program and ensure operational alignment with the Port Operations
- Works closely with existing Project teams to integrate ongoing and planned rail improvement works with capital upgrade requirements, specifically Track and related structures
- Liaise with other functional/departmental managers to understand all necessary aspects and needs of operational development, and to ensure they are fully informed of operational objectives, purposes, and achievements

Contribute to the evaluation and development of operational strategy and performance in co-operation with the Rail Management team

- Oversee the construction and reconstruction of existing Rail Civil works incl track bed, bridges, culverts, etc to ensure current and future Rail and Port operational targets are met, costs are minimized, and all adverse variations are reported and remedied.



- Ensure appropriate rail maintenance facilities, procedures, and workforce competence to achieve legal compliance, incident prevention and the achievement of tasks in an environmentally sustainable manner.
- Maintain and develop relationships with stakeholders in AML's activities, consistent with ArcelorMittal's Community Relations Policies.
- Become actively involved in ArcelorMittal's aims and objectives of engaging with the local community and strive to leave a positive impact on the longer-term outcomes for local people.
- Promote the integration between this engagement and the success of the business.

Ensure the development and maintenance of up-to-date job procedures for all tasks performed within the function.

- Develop objectives for sharing common infrastructure and support services across ArcelorMittal and cascade this throughout function.
- Ensure effective communication with delegates prior to departure from site.
- Manage the continual review of KPIs for the Department.

Undertake continuous improvement programmes and initiatives to achieve and improve Rail performance by diligent monitoring of trends, variables, and resources.

- Investigate, assess, and where appropriate, trial new technology, keeping abreast of industry developments.
- Be visible in the workplace.
- Coach advise and transfer knowledge, skills and knowhow to operational teams for future sustainable operations.

Safety

Provide leadership necessary to ensure that employees and any contractors adhere to safety and environmental standards that meet or exceed industry standards and any applicable legislation.

- Ensure all rail department personnel are adequately inducted in their work area and are aware of all workplace rules and critical procedures applying at the workplace.
- Actively contribute to site safety policy and new initiatives and implement change as directed by the CEO.
- Hold monthly safety meetings with rail department personnel and capital works contractors to ensure the agreed action plans are achieved. Regularly review the outcomes of the OH&S and Environment Committee meetings.
- Develop and promote a pro-active safety culture by the identification, development, dissemination and review of safe practices and procedures and by ensuring the awareness of all departmental and subcontractor personnel.



- Actively promote, monitor, and enforce compliance of personnel with safe work practices.
- Ensure the rail department has an inspection program and monitor program compliance and inspection feedback monthly.
- Ensure all incidents are reported and investigated according to Company and statutory requirements and all recommended corrective actions are completed.
- Ensure all health and hygiene risks in the work areas are identified and controlled.
- Ensure safe work practices and reporting are in place for all subcontractor always works and personnel.

Environment

Resource environmental programs to ensure legal compliance and the reduction risk of environmental incidents through:

Provision of adequate facilities and equipment

- Participation in the development and enforcement of appropriate procedures
- Provision of awareness and skills training to ensure a competent workforce.
- Ensure all incidents are reported and investigated according to Company policy and statutory requirements and all recommended corrective actions are completed.
- Seek advice and assistance from the Environment team in the development and implementation of improvement programs to achieve aspects such as agreed eco-efficiency targets, hazardous waste disposal and spill clean-up.
- Ensure quarterly environmental audits are conducted and any identified issues are addressed.

Employee Development

Develop and maintain a Rail Maintenance departmental structure that adheres to ArcelorMittal policies, enables teamwork and personal development while focusing on the achievement of results.

- Ensure training and coaching is provided to all Below Rail Maintenance department employees, with specific attention to National and Local employees and leadership as part of the Company's Training and Localisation Plan.
- Ensure all members of the Below Rail Maintenance department have clearly defined accountabilities and roles and that individual development plans are in place to enable goals to be achieved.
- Ensure all members of the department receive feedback on their performance and participate in formal eGDP and performance review processes.
- Develop and implement a succession plan for organisation critical roles.



Financial

Review capital requirements for Below Rail Maintenance Department Capex items, to meet long term expandable objectives of the Company, including ongoing maintenance and improvement capital budget as well as expansion project Capex elements.

- Review Below Rail Maintenance project expenditure monthly and ensure all variances to budget are investigated and explained.
- Identify specific areas for cost improvement and ensure the development and implementation of action plans to achieve these gains.
- Coordinate compilation of the Below Rail Maintenance project and operational budget.
- Manage capital spend of construction and maintenance subcontractors.

Reporting

- Review and monitor all department safety, service level and financial performance indicators and initiate corrective action where necessary.
- Deliver reports to the Rail Port Manager and where appropriate the COO on agreed performance indicators and to agreed standard and schedule.

Key (3-4) major business challenges or objectives job holder will need to address or drive in the next 12-24 months

- Achieving Health & Safety targets
- Successfully managing planned levels of operational logistics targets while executing capital improvement and capacity works.
- Ensure divisional budget is effectively controlled
- Employment and development of competent personnel.
- Managing large complex labour force. Requirements of job holder to resolve the problems and respond effectively to the needs of stakeholders
- Detailed stakeholder analysis
- Immediate analysis of operational problems.
- Establishing the root cause of any problem, formulating responses to prevent recurrence.
- Establish effective communication structure within team and with stakeholders.
- Establish and maintain credibility with the workforce.



Key stakeholders & relationships that need to be managed by the position holder

- Government Regulatory Officials.
- Heads of Functions
- Operational Management Team
- Direct Reports
- Community Leaders
- Environmental Department
- Project Area Managers
- Production Operations department
- 3rd Party Rail users (actual and future) where required
- Construction and Maintenance contractors and operators
- OEM suppliers

Measures of success after the first 1-2 years (KPA's & KPI's)

- Incident/accident-free Safety record.
- Deliver, to budget and to plan the Rail Track Maintenance renewal program and ensure operational alignment with the Port expansion scope to 15Mtpa
- Meeting budgetary targets
- Production, quality, and cost targets met.
- Rail Track Maintenance timelines and development is aligned and delivered to the construction milestones as met on time and on budget, within quality standards and safety performance.

Potential consequences of the job holder NOT successfully executing in support of the specific drivers of the business/cultural priorities

- Unsafe rail activities resulting accidents and incidents.
- Accumulation of backlogs if Rail Track Maintenance planning is not properly done.
- Not meeting budgetary targets
- Mismatch of mine production capability with rail logistics capacity leading to loss of delivery.

Factors important to an individual's cultural fit in this job

- Well spoken (command of English)
- Commercial expertise
- Political influencing skills
- Adaptability and resilience.
- Good working and living relationships.
- Acceptance and respect of the Liberian Culture
- Experience of working positively and proactively in a multicultural, developing economic environment



Organizational knowledge (e.g., systems, processes, products, services, etc.) necessary to operate effectively in this job

- Knowledge of contemporary Rail Track Maintenance operational development theory and methods
- Company Policies and Procedures.
- Processes within department and company.
- Product Quality.

Education Requirements for this position (Formal qualifications)

Essential

- Tertiary Qualifications (Bachelor Degree/Technical Diploma) Civil Engineering or a related discipline.

Desirable

- Managerial Qualification

Key experiences needed prior to taking this position

Essential

- Significant experience (10+ years) in Heavy Haul Rail operations.
- A minimum of 5 years in leadership roles such as Rail Maintenance Manager in large operations, ideally combined with 3rd party operations.
- Sound exposure to operational costing and control, budget development and capital justification
- Exposure to operations and project development in a developing country environment in terms of culture, business environment and infrastructure issues
- Sound knowledge of Rail safety regulations and best practice
- Knowledge and experience in a processing operation in a developing country, demonstrating commitment to localization plans and sensitivity to local customs and practices.
- Demonstrated experience in Rail Track Maintenance training and competency development.
- Experience in managing department costs and budgeting
- Demonstrated ability to lead a team safely and improve team safety awareness.
- High level understanding of all relevant legislation affecting the employment and safety of persons in the mining and logistics industry in Liberia.
- Experience in managing costs and budgeting
- Experience in executing major capital projects (USD Multimillion +)
- Proven ability to deliver results and act as a change agent.



Specific skills required for this position

Essential

- Demonstrated ability to motivate and lead teams of highly skilled and experienced personnel having diverse cultural backgrounds.
- Able to clearly demonstrate the aptitude to drive a light vehicle and hold a current Liberian driver license or be able to obtain one.
- Must have excellent written and oral communication skills in English and show a commitment to understand local culture and impart your mining operations and technical knowledge to the local Liberian mine operations personnel.
- Able to deliver results on quoted targets.
- Able to construct systems that are the best method now and sustainable into the future.
- Provide support without removing responsibility (to build ownership).
- Seeks to engage with all people associated with the AML Operations and to understand, learn from and share cultural differences.
- Demonstrated application of continuous improvement ideas

Computer Skills:

- Good computer skills with the ability to use integrated management systems, word processing, presentation, and spreadsheet applications.

Communication Skills:

- Ability to communicate effectively across all levels
- Confident communicator with senior management, legal entities, and external stakeholders
- Strong report writing and presentation skills.
- Able to read and write English at a Tertiary standard

Desirable

- Maintains or enhances other's self-esteem.
- Listens and responds with empathy.
- Knowledge of Liberian customs and legal processes

Personal Attributes needed to fulfil requirements of position

Essential

- Be physically fit and be able to pass a pre-employment medical examination.
- Able to deliver results on quoted targets.
- Able to build relationships and engage people in continuous improvement processes.
- Always identifies the priorities correctly and works in a self-directed manner.
- Construct's systems that are the best method now and sustainable into the future.
- Able to step back from direct control of "hands on" work.

- Successfully delegates and trusts specialist staff for technical support.
- Manages interacting projects.
- Asks for help and encourages involvement.
- Share's thoughts, feelings and rationale (to build trust).
- Provide support without removing responsibility (to build ownership).
- Seeks to engage with all people associated with the AML Operations and to understand, learn from and share cultural differences.

Typical Career Path

Rail & Port Operations Manager

Kindly address your letter to: Recruitment Unit, Human Resource Department ArcelorMittal Liberia.

Please submit your letter of application electronically along with your Curriculum Vitae as well as copies of your academic credentials in a **ZIP folder** to: liberia.jobs@arcelormittal.com. **Please note that hard copy application will not be accepted.**

All Envelops or Emails subject line should be marked with the position you are applying for. Deadline for receipt of applications: **September 26, 2021 at 5:00 P.M.** Please note the following: Only short-listed candidates will be contacted.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY