



Position description

Title:	ASSISTANT LOCOMOTIVE OPERATIONS OFFICER
Group/Branch:	Visitor Experience
Status:	Part Time or Full Time or Casual
Location:	Belgrave based, working along the PBR rail corridor
Reports to:	Locomotive Superintendent or delegate
Direct Reports:	Nil
Hours/Days of Work:	A rostered - Weekend work will be required by arrangement
Requirements	<p>Current Victorian Working with Children Check (WWCC)</p> <p>Resolved National Criminal History Check and periodic checks as per policy</p> <p>Completed Category 2 National Standard for Helath Assessment of Rail Safety Workers</p>

Job Purpose

This position provides on the job support within Visitor Experience to assist in the facilitation of capability building ensuring a pipeline of competent, skilled personnel are in place for daily train operations of Puffing Billy Railway's (PBR)'s steam and diesel locomotives, in accordance with the organisations training regime, safe-working procedures and business operations.

Key Duties & Responsibilities

Learning and Development

- Support the delivery of competency-based training and assessment programs to ensure a pipeline of qualified firemen, drivers, guards and signallers are available to operate the Locomotives at Puffing Billy Railway.
- Support the PBR training program as directed, in overseeing the practical and theory training progress of locomotive operational team members
- Provide on the job training as directed and appropriated trained for engine cleaners, firemen, drivers, guard and signallers as directed as per PBR Training Frameworks and training packages as appropriate
- Mentor and foster a positive and inclusive culture and safe work practices - assisting in developing personnel skills and creating a supportive, positive, enjoyable volunteer experience
- Demonstrate and instil in colleagues by role modelling and encouragement the importance of providing a memorable visitor experience

Operational Duties

- Provide support as required to ensure scheduled operations are provided. These may include driving, firing, guard, signaller and engine cleaning.
- Operate all PBR locomotives safely and efficiently in accordance with the requirements of the training regime and safe-working procedures
- Assist workshop staff with basic maintenance and repairs as directed under supervision
- Ensure, where practicable, timetable matters are adhered (arrival, departures)
- Liaise and work with the Workshop team in addressing programmed locomotive maintenance and in addressing identified/diagnosed faults and errors
- Willingness to be endorsed on all PBR steam and diesel locomotives, plant and equipment.



- Conduct traffic movements and depot duties as directed.

General responsibilities

- Restocking of locomotive crew consumables and arranging for reordering supplies as directed
- General yard housekeeping
- As directed liaise with volunteers and bring issues/feedback to the appropriate personnel
- Providing operating reports/logs etc as directed
- Constantly seek and identify ways to enhance the visitor and volunteer experience at PBR
- Cultural Ambassador with behaviours reflecting the values of the organisation
- Work collaboratively with colleagues to ensure a consistent and high standard approach to performing the role
- Support the work of colleagues providing position backup as and when directed
- Champion a positive and inclusive workplace culture
- Actively participate in continuous improvement – learning and development programs and performance management programs
- Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures
- May have direct contact with children and will be required to follow all appropriate policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Other tasks and duties as requested.

Key Competencies

- Mentoring and training skills – skilled at supporting and getting the best from others
- Technical aptitude and abilities to work with machinery
- Ability to respond to an emergency in a calm and professional manner
- A sound technical knowledge of steam and diesel locomotives and railway operations.
- Good verbal and written communication skills – can interpret rules and instructions
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work as a team & to lead by example
- Basic operational computer skills including Microsoft suite
- Focus on service excellence, exceeding internal and external customer expectations
- Basic administration skills

Qualifications & Experience Required

- Experience working with steam and/or diesel locomotives preferred
- Qualifications as a PBR safe-worker, fireman, steam and diesel locomotive driver preferred or prepared to obtain accreditation
- PBR On-the-job trainer qualifications or commitment to obtain
- Demonstrated training or mentoring experience, formal qualifications considered favourably
- Knowledge of Transport and Logistics Training Package and/or ATHRA training model
- Experience working in tourism, not for profit and volunteering sectors looked upon favourably

Key Relationships

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations,

Health & Safety



Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 20kg) • Gripping, holding, clasping with fingers/hands. 	<ul style="list-style-type: none"> • Hand/arm movement i.e. clasping, reaching. • Walking/standing on uneven surfaces. • Standing on constantly moving surfaces for long periods • Exposure to hot surfaces, dust, heat, and fumes • Shovelling coal • Movement of heavy control levers • Responsibility for the safety of others • Machinery noise.

Additional Notes

- Weekends and public holiday work will be required on rostered basis
- As Puffing Billy Railway's peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safety and Wellbeing Policy and Child Safe and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name	Employee Signature	Date
Approved By:	Group Manager Visitor Experience	Date: February 2023
Last Updated By:	People and Culture	Date: February 2023



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!