

Volunteer Role Description

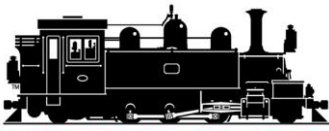
About the Puffing Billy Railway Volunteering Experience

Puffing Billy Railway offers a unique volunteering experience at this award winning tourist attraction. Each of our volunteer roles contribute directly to the smooth and safe running of the Railway with the passengers and visitors our number one focus.

Before deciding if Volunteering at Puffing Billy Railway is the correct fit for you, please consider that this is a fully operational railway with significant safety considerations.

Our Volunteer Information Evenings and the PBR Pathways Program provides a prospective volunteer with the opportunity to learn about the roles we have available and if the Railway suits their interests, capabilities and time. Training provided ensures the new volunteer sets off on the right foot to ensure their volunteering journey is informed and enjoyable.

ROLE TITLE	ENGINE CLEANERS
BRANCH	Train and Passenger Services Branch
LOCATION	Belgrave Running Shed
WHO THE ROLE REPORTS TO	Train and Passenger Operations Manager
COMMITMENT	One shift per fortnight
ROLE PURPOSE	To prepare, clean and polish the Puffing Billy Railway’s locomotives safely and efficiently as required. Our engine cleaners ensure the locomotives always look their best.
WHO ARE WE LOOKING FOR?	<p>We are looking for volunteers who are:</p> <ul style="list-style-type: none"> • Friendly and enjoy talking to the public • Enjoy being part of activities that are team based • Interested in the preservation of locomotives and mechanical equipment • Reliable and punctual • Attention to detail
KEY DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Clean and polish steam locomotives as required • Split wood for locomotive light up • Clean out ash pan and pit at the end of the day • Assist the drivers and fireman with provisioning of supplies as required • Ability to interpret Safety notices relevant to the workplace • Assist the Driver and work with the train crew as required; • Act as a representative of Puffing Billy Railway • Create and participate in photo opportunities for visitors as requested



PUFFING BILLY RAILWAY

PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to work in all weather conditions • Ability to be on your feet for most of the shift • Standing on uneven surfaces for long periods • Constant exposure to hot surfaces, dust, heat and fumes
BENEFITS OF VOLUNTEERING AT PUFFING BILLY RAILWAY	<ul style="list-style-type: none"> • Being part of an award-winning tourist attraction and volunteer team • Volunteer recognition activities • Discounts on products and events • Free parking • Regular news updates and social events • Opportunity for other volunteer roles subject to interest, availability and suitability
UNIFORM REQUIREMENTS	<p>Puffing Billy Railway will provide the relevant uniform at the Volunteer's minimal expense. This will be ordered for sizing upon commencement.</p>
TRAINING	<p>Puffing Billy Railway will provide on the job training with Engine Cleaning team.</p>
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • Clear and current Working With Children Check • PBR will conduct a National Police Check for our new volunteers • 100 points of Identification • All new volunteers will complete a Category 3 medical which PBR will facilitate • 2 Character References
SELECTION PROCESS	<p>Our Volunteer Services Team will assess the new application based on the railway's requirements and the suitability of the candidate to the role. Puffing Billy Railway reserves the right to refuse any application.</p>

Volunteers are required to:

- Behave in ways that are consistent with the Code of Conduct issued during the onboarding process
- Agree to work in a manner that is safe for themselves, other volunteers and paid staff
- Divulge any pre-existing medical conditions, injury or illness or changes to their health
- Agree to undertake duties and the minimum service requirements as specified in this Volunteer Role Description

Puffing Billy Railway is an Equal Opportunity Employer of Staff and Volunteers and prohibits discrimination and harassment of any kind. PBR is committed to the principle of equal engagement opportunity for all employees and volunteers.

Puffing Billy Railway is also committed to promoting and protecting at all times the best interests of children and young people involved in its programs as visitors or passengers. PBR supports and respects all children, young people, staff and volunteers. We are committed to the continual development of inclusive practices.