

Position description

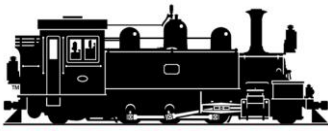
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|------------------------------------|---|
| Title: | Environmental Crew Member |
| Branch: | Way & Works |
| Status: | Full Time or Part time (negotiable) |
| Location: | Belgrave |
| Reports to: | Way and Works Manager |
| Direct Reports: | Nil |
| Hours/Days of Work: | 7:30am - 4:00pm - Monday to Friday 8:30am - 5:00pm - Saturday & Sunday Any 5 out of 7 days if required |
| Travel: | All Puffing Billy Railway sites and some local travel is required |
| Award Level / Salary Range: | Respondent to the Building and Construction General Onsite Award 2010 [MA000020] |
| Employee/Volunteer | Employee |
| Requirements | Working with Children Check (WWCC) Satisfactory Criminal History Check Category 3 Medical Participate in random drug and alcohol testing |

Job Purpose

The role of Environmental Crew Member is to assist in the natural environmental management for Puffing Billy Railway overseeing the conservation of native vegetation and control of undesired plant life. This role also manages the Environmental team (volunteers) in critical fuel reduction fire bushfire prevention. The Puffing Billy Railway corridor is a recognised asset to the Dandenong Ranges and plays an important part of the passenger's experience and the local area.

Key Duties & Responsibilities

- Work with the Environmental team to provide an environmentally sustainable, workplace and organisation
- Working predominantly out in the field being responsible for the rehabilitation of the natural environment
- Lead and advise, engage and communicate with staff, volunteers, customers, contractors and other stakeholders to align with environmental policies and process
- Identifying weed species, ongoing weed control to eliminate major infestations of undesired plant life
- Assist in the process of dedicated bushfire fuel reduction
- Identify ignition points and plan biomass works around the Railway
- Plan and assist in revegetation work following the PBR Environmental management Plan and Heritage overlays
- Adhere to all local bylaws and legislation regarding fire prevention and reducing fire risk
- Work with PBR Volunteers to manage tasks as directed
- Assist the Volunteer Services Team with the PBR Corporate Volunteer Program
- Responsible for the safe operating procedures of all equipment and tools of trade



PUFFING BILLY RAILWAY

- Responsible for the safe operating procedures of all low-grade chemicals and poisons for weed control, including maintaining the MSDS register
- Identifying funding opportunities and assist with submissions
- Report writing skills and record keeping assisting with vegetation mapping
- Assist with on-the-job training and development of staff and volunteers.
- Attend appropriate personal development training as required
- Actively participate in performance management programs
- Adhere to all company values, principles and procedures
- Other duties as the supervisor may reasonably direct

Key Competencies

- High level verbal and written communication
- 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 un-supervised and under pressure
- Ability to work as a team & to lead by example
- Enthusiasm and passion for the work and in sharing interest with others

Qualifications & Experience Required

- Current and valid Full Drivers Licence
- First Aid Certificate level 2 or higher desired
- Cert IV in Environmental Management & Sustainability or other relevant qualification
- Previous experience in similar field
- An understanding of Puffing Billy Railway's history and current business is desirable

Health & Safety

Safety is everyone's responsible – through awareness and compliance with the following:

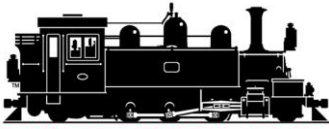
- Safety Policy – reporting hazards to your supervisor
- Drug and Alcohol Policy
- Smoking on Worksites Policy
- Equal Employment Opportunity – Harassment, Discrimination and Bullying Policy
- Comply with the Railway's Safety Management System

Wear appropriate Personal Protective Equipment

The following health and safety factors are relevant to this position.

| Frequent (occurs 1/3 – 2/3 of the time) | Constant (occurs 2/3+ of the time) | Repetitive |
|--|---|------------|
| <ul style="list-style-type: none"> • Manual Handling task (0-5kg) • Gripping, holding, clasping with fingers/hands | <ul style="list-style-type: none"> • Hand/arm movement ie stacking, reaching, typing and sorting. • Walking on uneven surfaces. • Responsibility for the safety of others. | |

Key Relationships



PUFFING BILLY RAILWAY

- Way & Works Manager
- Road Foreman
- PRB staff, volunteers and visitors

Additional Notes

- Weekend work will be required
- Work will be carried out in a variety of working and weather conditions, suitable PPE will be supplied
- Mechanical plant varies in size from hand tools to petrol operated tools
- 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 Protection Policy and Code of Conduct

Acknowledgement

I declare that I have read and fully understand the content of this Position Description.

Employee

Signed: _____ Date: _____

Manager

Signed: _____ Date: _____

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| Approved By: | Jason Bell | Date: | October 2018 |
| Last Updated By: | Jason Bell | Date: | October 2018 |