



## Position description

<b>Title:</b>	Infrastructure Buildings Co-ordinator
<b>Branch:</b>	Infrastructure
<b>Status:</b>	Full Time – 75 hours fortnight
<b>Location:</b>	Belgrave
<b>Reports to:</b>	Group Manager Infrastructure
<b>Direct Reports:</b>	Maintenance Supervisor, Volunteer Building teams
<b>Hours/Days of Work:</b>	7.30am to 3.30pm (30 minute meal break) Monday to Friday Weekend and public holiday work as required and negotiated – offset by Time in Lieu
<b>Travel:</b>	Travel is required – PBR sites and surrounds as required
<b>Requirements:</b>	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed a National Transport Commission Category 3 Health Assessment Medical

### Job Purpose

This position is responsible for, in collaboration with the Group Manager - Infrastructure, the safe, timely and on-budget delivery of Puffing Billy Railway (PBR) building infrastructure capital project and maintenance requirements. The role will ensure that building condition, compliance and programmed / reactive maintenance programs are met through the application of planning, and management of staff, contractors, suppliers and volunteers. Asset operational readiness is thus assured as is their contribution to a positive visitor experience.

### Key Duties & Responsibilities

#### Specific

- Ensure safe and environmentally responsible work practices are undertaken at all times
- Train new contractors and volunteers in correct and safe work practices and participate where required in resolution of safety issues
- Monitor, maintain, and record condition and compliance details of PBR infrastructure building assets
- Represent the organisation at consultant and contractor meetings as required
- Undertake research into project and maintenance program feasibility and execution, as directed /required
- Ensuring that work is performed within the scope, timeframe, budget and to the standards of the program.
- Development of scopes, tendering and general project requirements from quotation or tender to completion
- Daily management of maintenance team – including work scheduling and quality work reviews of subcontractors and employees / volunteers
- Working with the Maintenance Supervisor in the creation and implementation of appropriate maintenance management programs and systems
- Carrying out WH&S audits and reviews on subcontractors and employees
- Ensure appropriate operating procedures and instructions are implemented by contractors / volunteers
- Assist in the co-ordination of urgent or emergency works
- Respond or co-ordinate a response to after hours related incidents as required.
- Preparation of management reports as required



## General

- Communicate effectively with a range of persons, including the capacity to provide advice and assistance
- Oversee and ensure that only registered volunteers are rostered and participating in related activities at PBR
- Conduct staff meetings and briefings as required
- May have direct contact with children and will be required to follow all appropriate Child Safety policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Maintain, in line with company values and demonstrate leadership in, behaviours to your team at all times
- Actively participate in continuous improvement – learning and development programs and performance management programs
- Adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

## Key challenges and problem solving

- Meeting expected regulatory standards as per health and safety and building codes
- Recruitment, retention and motivation of skilled volunteers in a changing volunteering landscape
- Building a capability within the team to ensure transfer of skills and knowledge and succession planning

## Key Competencies

- A strong focus on Safety, Environment and Quality - compliance, improvement and enhancement
- Strong understanding of Strategic Asset Management principles
- Hands-on Experience in Facility Management, Maintenance and Capital works
- Proven experience in managing a diverse range of field staff and contractors
- Ability to read and understand tenders, contracts, plans and work scopes
- Ability to forge and maintain excellent working relationships with staff, volunteers and contractors.
- General Trade knowledge with specific experience / qualifications in either Plumbing, Electrical, Carpentry, HVAC would be an advantage.
- Financial literacy & ability to contribute to and work within budget & business plans
- Ability to manage high volumes of work in a busy environment, meet deadlines whilst coping with demands from internal and external sources and maintain attention to detail and accuracy
- Good verbal and written communication skills
- 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
- Strong organisational skills, with ability to prioritise and follow-through
- Intermediate standard computer skills including Microsoft suite
- Understanding of relevant workplace relations, legislation & practices

## Qualifications & Experience Required

- Relevant building trade qualification desirable or minimum of ten years' experience in building, maintenance or trades provision
- Extensive knowledge of contractor supervision and management
- Experience in using Computerised Maintenance Management Systems (CMMS)
- Experience in using safety management systems
- Experience in working with and managing volunteers would be an advantage
- Current motor vehicle driver's licence

## Key Relationships

- PBR management, staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations
- Statutory authorities, planning, permit and local government agencies
- Consultants, contractors, suppliers and service providers

## Health & Safety

Supervisors have responsibilities on behalf of the organisation but must also comply with their requirements as employees. It is their responsibility to:

- Ensure adherence to OHS policies and procedures.
- Consult with employees and H&S representatives (where they are elected) on OHS issues.
- Ensure that employees are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to RTW Coordinators immediately
- Assist with initiating an early return to work on suitable duties after a workplace injury
- Access sources of OHS information and systematically disseminate information to all employees.
- Ensure that employees including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure employees are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained
- Maintain relevant knowledge of OHS issues.
- Act as a role model by demonstrating safe work behaviours.

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"> <li>• Manual handling task (0 – 9kg)</li> <li>• Gripping, holding, clasping with fingers/hands</li> </ul>	<ul style="list-style-type: none"> <li>• Entering construction worksites</li> <li>• Walking on uneven surfaces</li> <li>• Gripping, holding, clasping with fingers/hands</li> <li>• Responsibility for the safety of others Hand/arm movement i.e. stacking, reaching, typing and sorting</li> <li>• Sitting at workstation / VDU/computer screen glare</li> </ul>

## Additional Notes

- Attendance at night meetings and some variation to normal hours of work (including early or late starts, weekends and public holidays) may be expected within reason.
- As Puffing Billy Railway's peak time is during the Victorian school holiday period, taking leave during school holidays may be 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 Safe Policy and Child Safe Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants may be 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:	Peter Abbott	Date:	December 2021
Last Updated By:	Bret Butler	Date:	December 2021



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!**