

## PUFFING BILLY RAILWAY

### Position description

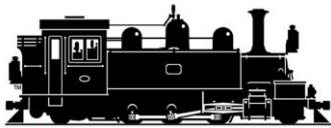
<b>Title:</b>	Labourer/Ganger
<b>Branch:</b>	Way & Works
<b>Status:</b>	Full Time
<b>Location:</b>	Belgrave
<b>Reports to:</b>	Way and Works Manager Road Foreman
<b>Direct Reports:</b>	Nil
<b>Hours/Days of Work:</b>	7:30am – 4:00pm - Monday to Friday 8:30am to 5:00pm - Saturday Any 5 out of 7 days if required
<b>Travel:</b>	Some local travel is required – PBR sites only
<b>Award Level / Salary Range:</b>	Respondent to the Building and Construction General Onsite Award 2010 [MA000020]
<b>Employee/Volunteer</b>	Employee
<b>Requirements</b>	Working with Children Check (WWCC) Satisfactory Criminal History Check Category 3 Medical Participate in random drug and alcohol testing

#### Job Purpose

The role of Ganger is to ensure all aspects of the Puffing Billy Railway (PBR) infrastructure and corridor are constructed and maintained to the appropriate standard as set out by the Emerald Tourist Railway Board and the Office of the National Rail Safety Regulator.

#### Key Duties & Responsibilities

- Assist with track construction and maintenance as directed
- Assist with the maintenance of grounds and buildings as directed
- Assist with the safe and accurate operation of plant including Backhoe, Front End Loader, Tamper, Sleeper extractor/inserter for tasks as required
- Responsible for the safe operation of company vehicles when required
- Assist with plant and equipment maintenance as required
- Ensure that the job quality is of a high standard. All work performed is to meet the requirements of the Railway's Safety Management System and the Permway Manual.
- Team members are to show due diligence to see that Way & Works materials are used as efficiently as possible and care is taken to prevent damage and undue wear to equipment.
- All damage or loss of Way & Works equipment shall be immediately reported to the Way & Works Manager
- Assist with on-the-job training and development of staff and volunteers
- Ensure that required documentation is completed



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- 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

- Effective verbal and written communication skills in English as appropriate to the role
- 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

### Qualifications & Experience Required

- Drivers Licence
- First Aid Certificate level 2 or higher desired but not necessary
- Previous experience in a similar field or with physical labour desirable
- 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

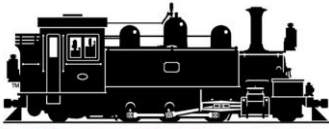
The following health and safety factors are relevant to this position.

<b>Frequent (occurs 1/3 – 2/3 of the time)</b>	<b>Constant (occurs 2/3+ of the time)</b>	<b>Repetitive</b>
<ul style="list-style-type: none"> <li>• Manual Handling task (0-25kg)</li> <li>• Gripping, holding, clasping with fingers/hands</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement ie stacking, reaching, typing and sorting.</li> <li>• Walking on uneven surfaces.</li> <li>• Responsibility for the safety of others.</li> </ul>	<ul style="list-style-type: none"> <li>• Category 3 Rail Safety Worker Medical – Minimum</li> </ul>

### Key Relationships

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

### Additional Notes



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- Weekend work will be required.
- Work will be completed in a variety of working and weather conditions and suitable PPE will be supplied.
- Mechanical plant varies in size from hand tools to 16 tonne track mounted vehicles.
- 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

### Acknowledgment

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

*Employee*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Manager*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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