



## Position description

Title:	<b>LOCOMOTIVE OPERATIONS OFFICER</b>
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:	Volunteers as directed
Hours/Days of Work:	As rostered - Weekend work maybe 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 supervisory direction to ensure appropriate capable and competent teams 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

- Be involved with the delivery and undertaking 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. This would include conducting theory and practical training and undertaking assessments and reassessments as directed and required.
- By appointment, have authority to officially sign off as competent, firemen, drivers, guard, signaller
- Support the PBR training programs as directed, in overseeing the practical and theory training progress of engine cleaners, firemen, drivers, signallers and guards
- Support the development and education of volunteers, actively engaging in the volunteer program
- Train and assess engine cleaners, firemen, drivers, guards 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
- Periodically review speed graphs on locomotives reporting any abnormalities

#### **Traffic Scheduling and Movement**

- As required and as directed in the absence of the Traffic Superintendent and under the instruction of the Officer in Charge (OIC) assist with train movement scheduling decisions as well as execution of movements.
- In the absence of the Traffic Superintendent complete appropriate train movement notices as required and directed.

#### **General responsibilities**

- Restocking of locomotive crew consumables and arranging for reordering supplies as directed.
- As directed represent PBR and liaise in forums such as advisory groups, information sessions, education forums
- As directed liaise with volunteers and bring issues/feedback to the appropriate personnel
- Providing operating reports/logs etc as directed
- Undertake research and other projects 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
- Constantly assessing operations and identifying ways to improve efficiencies, sustainability, safety and alignment with business plan
- Work collaboratively with colleagues to ensure a consistent and high standard approach to performing the role
- Support the work of colleagues by 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**

- Strong mentoring and training skills - possess a positive approach to developing others and knowledge transfer
- 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.
- High level 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 un-supervised and under pressure
- Ability to work as a team & to lead by example, demonstrating professionalism supervisory skills
- 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
- Qualifications as a PBR safe-worker, fireman, steam and diesel locomotive driver with ability to drive all locomotive types – preferred or committed to obtain
- Extensive demonstrated mentoring/training (delivery and assessment) experience
- Training and assessment qualifications such as Certificate IV in Workplace Training and Assessment required or commitment to obtain
- 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

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 – 20kg)</li> <li>• Gripping, holding, clasping with fingers/hands.</li> <li>• Exposure to hot surfaces, dust, heat, and fumes.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. clasping, reaching.</li> <li>• Walking on uneven surfaces.</li> <li>• Standing on constantly moving surfaces for long periods</li> <li>• Constant exposure to hot surfaces, dust, heat and fumes</li> <li>• Shovelling coal</li> <li>• Movement of heavy control levers</li> <li>• Responsibility for the safety of others.</li> </ul>

### 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 Safe Policy and Child Safe 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 2024
Last Updated By:	People and Culture	Date: February 2024



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!**