

## Position description

<b>Title:</b>	Locomotive Superintendent
<b>Branch/Department:</b>	Train Operations
<b>Status:</b>	Full Time (75 hours per fortnight) or Part Time
<b>Location:</b>	Belgrave based
<b>Reports to:</b>	Engineering and Train Operations Manager
<b>Direct Reports:</b>	Senior Locomotive Drivers, volunteer drivers, firemen, engine cleaners and roster clerks
<b>Hours/Days of Work:</b>	Usually 8.00am to 4.00pm Monday to Friday with some weekend and after hours work as rostered
<b>Requirements:</b>	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 2 Health Assessment Medical

### Job Purpose

To ensure the smooth daily running of locomotive operations, and to develop and manage the skills and competence of the workforce to ensure the operating requirements of the railway are met now and into the future.

### Key Duties & Responsibilities

#### Supervision and Development

- Provide daily supervision of employee and volunteer locomotive crews
- Oversee the management of enginemen rosters, supporting roster clerks as required
- Lead in providing support, direction and mentoring to retain and build volunteering locomotive teams
- Support and lead the trainee programs within particular emphasis on providing skill development opportunities
- Establish and maintain a strong succession and training program to support a highly skilled team that meets operational needs both now and into the future

#### Administration and Continuous Improvement

- Lead in the documentation, review and promulgation of policy, procedures and operating instructions to ensure a safe working environment
- Liaise regularly with the Traffic Superintendent and Passenger Operations staff regarding resourcing and scheduling of locomotives
- Liaise with the Workshop Superintendent on locomotive maintenance matters, ensuring vehicles are fit for service
- Liaise with Human Services staff, ensuring operational team are compliant with health assessments, practical assessments and other compliance matters and ensuring all is appropriately documented
- Liaise with suppliers for acquisition of locomotive consumables – ensure value for money
- Participate in investigations as required
- Basic financial administration
- 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
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Maintain behaviours in line with company values and demonstrate leadership in behaviours to your team at all times
- Adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested



**Key Competencies**

- Mechanical aptitude
- Demonstrated people management and development skills
- Strong 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 as a team & to lead by example
- Strong organisational skills, with ability to prioritise and follow-through
- Good computer skills including Microsoft suite of programs
- Focus on service excellence, exceeding internal and external customer expectations
- Strong numeracy and literacy skills to manage basic accounting administration tasks

**Qualifications & Experience**

- Tertiary qualifications in Engineering or other like trade disciplines in heavy machinery preferred
- People management experience – working with volunteers desired
- Training qualifications , such as a Certificate IV in Training and Assessment looked upon favourably
- Qualifications as a Steam Locomotive Driver or Fireman looked upon favourably
- Familiarity with heritage rail
- An understanding of Puffing Billy’s history and current business desirable.

**Key Relationships**

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

**Health & Safety**

Managers and 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> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. stacking, reaching, typing and sorting</li> <li>• Walking on uneven surfaces</li> <li>• Sitting at workstation</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsibility for the safety of others</li> <li>• Outdoor work, hot conditions</li> </ul>
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**Additional Notes**

- Some 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:	Peter Abbott	Date:	April 2021
Last Updated By:	Peter Essig	Date:	April 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!**