

## Position description

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|----------------------------|--|
| <b>Title:</b>              | Maintenance Engineer   |
| <b>Branch:</b>             | Engineering Division   |
| <b>Status:</b>             | Full Time  |
| <b>Location:</b>           | Belgrave   |
| <b>Reports to:</b>         | Engineering Manager  |
| <b>Direct Reports:</b>     | Nil  |
| <b>Hours/Days of Work:</b> | 37.5 hours per week, Monday to Friday – some weekend and after hours maybe necessary depending on the tasks required                               |
| <b>Salary Range:</b>       | Salary commensurate with skills and experience   |
| <b>Travel:</b>             | Some travel is required – PBR sites and surrounds as required  |
| <b>Requirements:</b>       | Current Victorian Working with Children Check (WWCC)<br>Resolved National Criminal History Check<br>Completed Category 3 Health Assessment Medical |

### Job Purpose

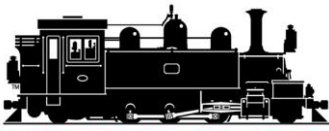
The role is responsible for providing technical support to the Rolling Stock/Engineering branch including key Managers and staff.

### Key Duties & Responsibilities

- Technical support for branch(department) projects
- Mechanical design and calculation
- Procurement technical support and documentation
- Production of technical specifications and other technical documentation
- Preparation of technical drawings
- Assisting in preparation of estimates and schedules
- Entering data into and using the MEX system and other PBR management software
- Aiding tradesmen in the workshop

### Other

- Assist members of the Engineering Team where required and as directed
- Deliver excellent internal and external customer service
- Participate in meetings as required
- Undertake research and other projects as directed.
- Will 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



## PUFFING BILLY RAILWAY

### Key Competencies

- Excellent and clearly demonstrated technical skills
- Excellent oral and written communication skills with highly developed interpersonal skills.
- Ability to work un-supervised and under pressure
- Demonstrated people skills, ideally with experience or aptitude in communicating with management, paid staff, external stakeholders and volunteers
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Advanced skills in Microsoft Office packages including Word, Outlook, Excel, Project, etc.
- Ability to work as a team & to lead by example
- Contribute to and participate in continuous professional and organisational improvement.
- Financial literacy and ability to work within budget and business plans
- Ability to acquire new skills
- Attention to detail
- Initiative and problem solving with a flexible, adaptable and high energy approach
- Ability to prioritise and manage own time
- Ability to use technology and develop new technology skills
- Ability to multi-task
- Ability to maintain confidentiality and to handle issues with sensitivity
- Able to think clearly and quickly to reach independent decision where required

### Qualifications & Experience Required

- Engineering Degree or Trade qualification with Mechanical Engineering Certificate 4 or equivalent
- Experience with CAD drawing preparation with AutoCad or Inventor experience desirable
- Heavy machinery and workshop experience is desirable
- Experience with MEX or similar asset management system desirable
- Current motor vehicle driver's licence
- Experience with electrical plant systems is desirable
- An understanding of Puffing Billy's history and current business is desirable

### Key Relationships

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

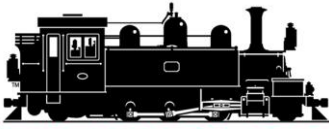
### Health & Safety

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

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> </ul> | <ul style="list-style-type: none"> <li>• Hand/arm movement i.e. stacking, reaching, typing and sorting</li> </ul> |



## PUFFING BILLY RAILWAY

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|--|---|
| <ul style="list-style-type: none"> <li>Gripping, holding, clasping with fingers/hands</li> </ul> | <ul style="list-style-type: none"> <li>Walking on uneven surfaces</li> <li>Sitting at workstation</li> <li>Responsibility for the safety of others</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, annual leave during school holidays is not always an option
- 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: \_\_\_\_\_

|                  |               |       |              |
|------------------|---------------|-------|--------------|
| Approved By:     | Steve O'Brien | Date: | October 2018 |
| Last Updated By: | Peter Essig   | Date: | October 2018 |