

## POSITION DESCRIPTION

Title:	<b>MAINTENANCE OFFICER</b>
Group/Branch:	Facilities
Status:	Full Time or Part Time
Location:	Emerald with the requirement to work as required along the rail corridor.
Reports to:	Facilities Manager
Direct Reports:	Volunteers / Contractors
Hours/Days of Work:	Usually, 7.30am to 3.30pm – 5 of 7 days
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 Health Assessment of Rail Safety Workers</p> <p>Participating in random drug and alcohol testing</p>

### Job Purpose

The role of Maintenance Officer is to provide support and undertake maintenance works and repair projects required to maintain the facilities and infrastructure assets (internal and external) of Puffing Billy Railway (PBR). This is both reactive maintenance and preventative programs to ensure facilities are fit for purpose and meet regulatory requirements.

### Key Duties & Responsibilities

- Assist and lead in the maintenance of grounds and buildings
- Assist with the maintenance of track infrastructure components e.g. fences cattle grids and signage as directed
- Oversee and organise PBR Volunteer building group program of work
- Coordinate contractors where necessary
- Coordinate maintenance task register, prioritisation of work, record keeping of progress, reporting of completion and close out work
- Record keeping and administration necessary for the management of work
- Creation and implementation of preventative maintenance programs
- Assist the People and Culture Team with the PBR Corporate Volunteer Program when required
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- 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
- Assist with on-the-job training and development of staff and volunteers
- Adhere to all company values, principles and procedures
- Other duties as the supervisor may reasonably direct

## Key Competencies

- Own judgement and decision making required on minor maintenance works to ensure daily duties accomplished
- Competent and professional verbal and written communication
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint) for reporting and scheduling tasks
- Ability to handle multiple tasks, prioritize, and manage time effectively.
- Flexible and adaptable with ability to problem solve
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example

## Qualifications & Experience Required

- Trade qualifications such as carpentry or demonstrated experience in building maintenance work
- Proven experience in project coordination and managing contractors, including tasks such as cost estimation, quoting, timeline management, and work quality assessments.
- Basic accounting management
- Familiarity with building management systems (BMS), energy management systems, or maintenance software (CMMS – Computerized Maintenance Management Software)
- Knowledge of office systems like HVAC, lighting, security systems
- Experience in sourcing and managing relationships with service providers and contractors
- Building Codes and Safety Regulations knowledge
- Working at heights, plant and Machinery certification or willing to obtain
- First Aid Certificate or willing to obtain
- Drivers licence or endorsed licence

## Key Relationships

- PBR staff, volunteers and visitors
- External contractors and suppliers

## Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

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>Walking on uneven surfaces</li> <li>Use of chemicals and solvents</li> <li>Machinery noise</li> <li>Hand/arm movement i.e. stacking, reaching typing and sorting</li> <li>Sitting at a workstation.</li> <li>Responsibility for the safety of others.</li> </ul>

### Additional Notes

- Weekend work maybe required as arranged
- Work will be carried out in a variety of working and weather conditions, suitable PPE will be supplied
- Mechanical plant varies in size from hand tools to petrol operated tools
- 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 Safety and Wellbeing Policy and Child Safe and Wellbeing 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.

Signing this document supersedes any previous position description

Employee Name		Employee Signature		Date	
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Approved By:	Facilities Manager	Date:	March 2025
Last Updated By:	People and Culture	Date:	March 2025



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!**