

Position description

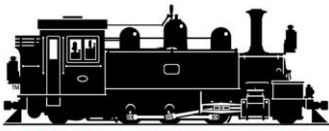
Title:	Maintenance Supervisor / Handy person
Branch:	Way & Works
Status:	Full Time
Location:	Belgrave with requirement anywhere along the PBR rail corridor
Reports to:	Way and Works Manager
Direct Reports:	Volunteers / Contractors
Hours/Days of Work:	7.30am to 3.30pm Monday to Friday (7.5 hours a day) with some weekend work by arrangement
Travel:	All Puffing Billy Railway sites and some local travel is required
Employee/Volunteer	Employee
Requirements	Working with Children Check (WWCC) Satisfactory Criminal History Check Category 3 Medical Participate in random drug and alcohol testing

Job Purpose

The role of maintenance Supervisor 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 Volunteers building group tasks
- 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 Volunteer Services Team with the PBR Corporate Volunteer Program when required
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- 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



PUFFING BILLY RAILWAY

Key Competencies

- Own judgement and decision making required on minor maintenance works to ensure daily duties accomplished
- High level verbal and written communication
- Basic to medium computer skills, especially Microsoft office
- 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
- Enthusiasm and passion for the work and in sharing interest with others

Qualifications & Experience Required

- Current and valid Full Drivers Licence
- First Aid Certificate level 2 or higher desired
- Knowledge of building, plumbing, electrical standards and regulations highly desired
- Trade qualifications or equivalent experience in one or more of the following building, carpentry, electrical, plumbing
- Previous experience managing and co-ordinating work projects
- An understanding of Puffing Billy Railway's history and current business is desirable

Health & Safety

Employees have a responsibility to:

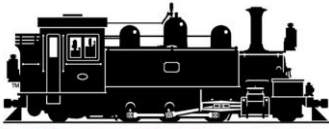
- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations and rail safety standards
- Take reasonable 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 the time)	Constant (occurs 2/3+ of the time)
<ul style="list-style-type: none"> • Manual Handling task (0-5kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement ie stacking, reaching, typing and sorting. • Walking on uneven surfaces. • Responsibility for the safety of others.

Key Relationships

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



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Additional Notes

- Weekend work maybe required by arrangement
- 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 Protection Policy and Code of Conduct

Acknowledgement

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

Employee

Signed: _____ Date: _____

Approved By:	Jason Bell	Date:	March 2019
Last Updated By:	Elizabeth Oxworth	Date:	March 2019