

Position description

Title:	Technical Officer – Rolling Stock
Branch:	Engineering Division
Status:	Full Time
Location:	Belgrave
Reports to:	Engineering Manager
Direct Reports:	Nil
Hours/Days of Work:	38 hours per week, Monday to Friday – some weekend and after hours maybe necessary depending on the tasks required
Salary Range:	Salary commensurate with skills and experience
Travel:	Some travel is required – PBR sites and surrounds as required
Requirements:	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed Category 3 Health Assessment Medical

Job Purpose

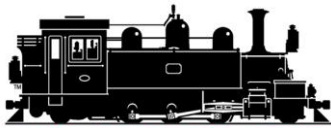
The role is responsible for providing technical support to the Rolling Stock/Engineering branch including key Managers and staff.

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

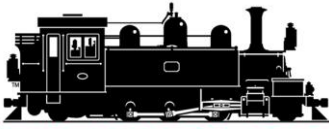
Health & Safety

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"> • Manual handling task (0 – 9kg) 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting



PUFFING BILLY RAILWAY

- | | |
|--|---|
| <ul style="list-style-type: none"> Gripping, holding, clasping with fingers/hands | <ul style="list-style-type: none"> Walking on uneven surfaces Sitting at workstation Responsibility for the safety of others |
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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: _____

Manager

Signed: _____ Date: _____

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