



Position description

Title:	Track Worker
Branch:	Infrastructure - Way & Works
Status:	Full Time – 75 hours a fortnight
Location:	Belgrave based and working along the rail corridor and ETRB properties
Reports to:	Way and Works Manager, Track Supervisor/Foreman
Direct Reports:	Nil
Hours/Days of Work:	7:30am – 3:30pm - Monday to Friday with some occasional weekend work by agreement
Travel:	Local travel is required – PBR sites only. Other sites by agreement.
Requirements	<p>Current Victorian Working with Children Check (WWCC)</p> <p>Resolved National Criminal History Check and 3 yearly checks</p> <p>Completed a National Transport Commission Category 2 Health Assessment Medical</p> <p>Participate in random drug and alcohol testing</p>

Job Purpose

The role of Track Worker is to ensure all aspects of the Puffing Billy Railway (PBR) infrastructure and corridor are constructed and maintained to the appropriate standard as set out by the organisations Board and the Office of the National Rail Safety Regulator (ONRSR).

Note – 75% to 80% of primary activities will involve track specific duties with other duties undertaken as directed in accordance with the appropriate PPE, training and instruction.

Key Duties & Responsibilities

- Carry out track construction and maintenance as directed
- The safe and accurate operation of track related plant as instructed
- Safe operation of company vehicles as and when required
- Assist with plant and equipment maintenance as may be required
- Ensure that all work performed is to the requirements of the Railway's Safety Management System and the Perway Manual.
- Way & Works plant, tools, equipment, and materials are used in accordance with Safe Operating Procedures and care is taken to prevent damage and undue wear to equipment.
- To report all damage or loss of plant and equipment immediately to the Way & Works Manager
- Ensure that all required documentation is completed in an accurate and timely manner
- Assist as required with the maintenance of environment, grounds and buildings

General Duties

- Ensure that any direct contact with children is in accordance with all appropriate PBR policies
- Assist with on-the-job training and development of other staff and volunteers
- Attend appropriate personal development and on the job training as required



- Actively participate in PBR performance management programs
- Adhere to all company values, principles and procedures
- Other duties within the appropriate training, capability and experience as the supervisor may reasonably direct

Key Competencies

- Effective verbal and written communication skills in English as appropriate to the role
- 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

Qualifications & Experience Required

- Drivers Licence
- First Aid Certificate level 2 or higher desired but not necessary
- Previous experience in a similar field or with physical labour desirable
- 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 meeting 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.
- Ensure that all safety equipment is fit for purpose before use, or is not interfered with, or reported if defective.

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)	Repetitive
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Category 3 Rail Safety Worker Medical – Minimum • Manual Handling task (0-50kg)



Key Relationships

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

Additional Notes

- 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 Code of Conduct
- Some weekends and public holiday work maybe 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
- PBR is a zero drug and alcohol workplace – workplace participants may be subject to unannounced drug and alcohol testing
- Work will be completed in a variety of working and weather conditions and suitable PPE will be supplied.
- Mechanical plant varies with which you will work range in size from hand tools to 16 tonne track mounted vehicles.

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:	Bret Butler	Date:	April 2022
Last Updated By:	Elizabeth Oxworth	Date:	April 2022



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!