



Position description

Title:	Track Worker
Group/Branch:	Infrastructure – Way and Works
Status:	Full Time – 75 hours a fortnight
Location:	Belgrave based and working along the rail corridor and PBR properties
Reports to:	Way and Works Manager and delegate
Direct Reports:	Nil
Hours/Days of Work:	7:30am – 3:30pm - Monday to Friday with some occasional weekend work by agreement
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>Participate in random drug and alcohol testing when on duty</p>

Job Purpose

The position 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 policies and procedures and the requirements of the Office of the National Rail Safety Regulator (ONRSR).

Note – Primary activities will involve track specific duties with other duties undertaken as directed in accordance with the appropriate PPE, training and supervision.

Key Duties & Responsibilities

- Carry out track construction and maintenance work as directed
- The safe and accurate operation of company vehicles and mobile plant as instructed
- 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.
- 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 with the maintenance of environment, grounds and buildings

General Duties

- 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
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Assist with on-the-job training and development of other staff and volunteers



- Maintain behaviours in line with company values and adhere to all company values, principles, policies 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
- 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

Key Relationships

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

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"> • Manual handling task (0 – 50kg) • Gripping, holding, clasping with fingers/hands. • Exposure to hot surfaces, dust, heat, and fumes. 	<ul style="list-style-type: none"> • Hand/arm movement i.e. clasping, reaching. • Walking on uneven surfaces. • Machinery noise. • Responsibility for the safety of others.

Additional Notes



- Some weekends and public holiday work will be 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
- 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 maybe 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:	Way and Works Manager	Date:	August 2024
Last Updated By:	People and Culture	Date:	August 2024



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!