

Position description

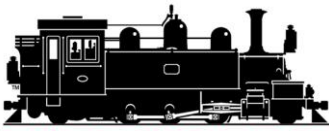
Title:	Track Worker - Labourer/Ganger
Branch:	Way & Works
Status:	Full Time
Location:	Belgrave based and working along the rail corridor
Reports to:	Way and Works Manager Track Foreman
Direct Reports:	Nil
Hours/Days of Work:	7:30am – 3:30pm - Any 5 out of 7 days if required
Travel:	Some local travel is required – PBR sites only
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed a National Transport Commission Category 3 Health Assessment Medical Participate in random drug and alcohol testing

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 Emerald Tourist Railway Board (ETRB) and the Office of the National Rail Safety Regulator (ONRSR).

Key Duties & Responsibilities

- Assist with track construction and maintenance as directed
- Assist with the maintenance of grounds and buildings as directed
- Assist with the safe and accurate operation of plant including Backhoe, Front End Loader, Tamper, Sleeper extractor/insertor for tasks as required
- Responsible for the safe operation of company vehicles when required
- Assist with plant and equipment maintenance as required
- Ensure that the job quality is of a high standard. All work performed is to meet the requirements of the Railway's Safety Management System and the Permway Manual.
- Team members are to show due diligence to see that Way & Works materials are used as efficiently as possible and care is taken to prevent damage and undue wear to equipment.
- All damage or loss of Way & Works equipment shall be immediately reported to the Way & Works Manager
- Assist with on-the-job training and development of staff and volunteers
- Ensure that required documentation is completed
- 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
- Attend appropriate personal development training as required
- Actively participate in performance management programs
- Adhere to all company values, principles and procedures



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- Other duties 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:

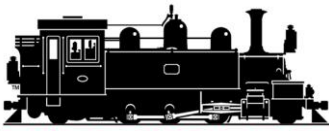
- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their 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 the time)	Constant (occurs 2/3+ of the time)	Repetitive
<ul style="list-style-type: none"> • Manual Handling task (0-25kg) • 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

Key Relationships

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



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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 Protection Policy and Code of Conduct
- 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 Safe Policy and Child Safe Code of Conduct.
- 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 declare that I have read and fully understand the content of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

Approved By:	Bret Butler	Date:	September 2019
Last Updated By:	Jason Bell	Date:	September 2019



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!