

Position description

Title:	TRACK WORKER TEAM LEAD
Group/Branch:	Infrastructure – Way & Works (W&W)
Status:	Full Time
Location:	Based in Belgrave – Works along whole PBR Corridor
Reports to:	Rail Supervisor
Direct Reports:	Track Workers as Assigned in Work Groups
Hours/Days of Work:	Usually Monday to Friday commencing 7.30am to 3.30pm Weekend or after hours work maybe required by arrangement
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and periodic checks as per policy Completed Category 2 National Standard for Helath Assessment of Rail Safety Workers

Job Purpose

Under direction and support of the Rail Supervisor and W&W Manager, the role of Track Worker Team Lead to:

- Ensure a safe working environment and practice is followed by track & agency staff, and contractors.
- Assume the role of supervisor when the Rail Supervisor is absent from the workplace or job site.
- Provide direction and leadership to any work crews assigned to the role from time to time.
- Assist in providing direction, coaching and supervision of W&W Track personnel on jobs/projects.
- Assist in W&W jobs planning, organisation, prioritisation, and administration.

Key Duties & Responsibilities

Maintenance Duties

- Ensure that repair and maintenance tasks on the PBR Perway is undertaken to a high standard as per agreed maintenance schedules and regulatory requirements;
- Undertake or arrange for repair and maintenance on W&W equipment as directed.
- Correct use equipment, machinery, and tools to achieve required maintenance and refurbishment outcomes.
- Conduct all work to meet the requirements of the organisation's Safety Management System, the Branch Practices and Procedures documentation, and Maintenance instructions.
- Where no specific instruction exists, liaise with the Supervisor / Manager to determine an approved practice.
- Assist in housekeeping of work areas, and machinery, and tools are clean, tidy & functional.
- Assist in other maintenance activities as required and directed.
- Advise the Supervisor or W&W Manager of risks, deficiencies in practice, potential or actual impacts.

Track Worker Supervision

- Maintain a high standard of personal conduct, behaving in a professional manner, treating other team members, Railway staff and the public with respect and dignity at all times, whilst also motivating and assisting fellow team members to perform tasks as efficiently as possible.
- Lead and provide mentorship and supervision to W&W Track personnel.
- Provide direction and assist to prioritise on jobs and projects.



- Assist and support the Rail Supervisor in the training and assessment of Track Workers to achieve and maintain appropriate competencies.
- Confirm that staff are suitably trained and competent in the tasks allocated and machinery to be used.
- Assess and agree with the Rail Supervisor and W&W Manager to on priorities and practices to be employed.
- Assist in the planning and the allocation of work to be undertaken by Track personnel.
- Assist in the organisation of work activities, tools, materials consumables, etc.
- Ensure required administration activities, such as updating maintenance records, safe work methods statements (SWMS), JSAs, maintenance schedules, documentation review are undertaken as directed.

General Duties

- Ensure the application of correct practices and methods for the tasks undertaken.
- Assist in the development of appropriate works methods and Standard Operating procedures.
- Ensure all necessary documentation is completed and submitted on time and in full.
- To confirm that all necessary tools and materials are available for the tasks at hand.
- Liaise with Infrastructure administration to ensure timely and accurate procurement of materials.
- Actively participate in Team and Branch meetings including Toolboxes.
- 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 – training, learning and development programs and performance management programs.
- Maintain self and team behaviours in line with company values and adhere to all company values, principles, policies and procedures.
- Other tasks and duties as requested.

Key Competencies

- High level technical aptitude and understanding of the W&W duties required.
- Good verbal and written communication skills
- Should have or be ideally working toward competencies in:
 - Flagging and track protection
 - Plant, vehicle and equipment operation
 - PBR Safeworking
- 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 with demonstrated ability to train and develop others.
- Strong organisational skills, with ability to prioritise and follow-through.
- Competent in computer literacy skills – Outlook suite
- Focus on service excellence, meeting internal / external customer expectations and continual improvement.

Qualifications & Experience Required

- Minimum 12 to 18 months experience in PBR Track and Perway Maintenance
- Certificate II Rail certification preferred
- Demonstrated experience and/or qualifications in supervision of works teams, and preparing work tasks.
- Experience in a similar position, particularly in providing direction, support and training to others
- Current drivers' licence
- Knowledge of rail safety practices
- An understanding of Puffing Billy's history and current business desirable.

Key Relationships

- Infrastructure Branch staff, wider PBR staff, volunteers, contractors, agency staff and visitors.

Health & Safety

People supervisors have responsibilities on behalf of the organisation but also comply with their requirements as employees. It is their responsibility to:

- Ensure adherence to OHS policies and procedures.
- Consult with employees and H&S representatives (where they are elected) on OHS issues.
- Ensure employees are equipped with information, instruction, training and supervision needed to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to RTW Coordinators immediately.
- Assist with initiating an early return to work on suitable duties after a workplace injury.
- Maintain relevant knowledge of OHS information and assist in dissemination of information to all employees.
- Ensure that employees including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Utilise safe work procedures as required and ensure adherence to procedures.
- Utilise PPE as required and ensure report employees are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained and report if not.
- Act as a role model by demonstrating safe work behaviours.

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 – 20kg) • 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 • Use of chemicals and solvents • Machinery noise • Responsibility for others safety

Additional Notes

- Attendance at meetings and some variation to normal hours including early or late starts, weekends, evenings and public holidays may be reasonably expected from time to time
- Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation, these duties will be discussed between the employee and their immediate Supervisor/Manager and the decision to allocate them will be taken jointly.
- 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.

Employee Name		Employee Signature		Date	
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Approved By:	Group Manager Infrastructure	Date:	October 2023
Last Updated By:	People and Culture Manager	Date:	October 2023



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!