

Position description

Title:	Workshop Tradesman (Fitter Machinist, Carpenter, Boilermaker, Mechanic, Electrician etc.)
Branch/Department:	Rolling Stock
Status:	Part Time or Full Time
Location:	Belgrave or Emerald
Reports to:	Workshop Superintendent
Direct Reports:	Nil
Hours/Days of Work:	Usually Monday to Friday commencing 7.30am to 4.00pm Weekend work maybe required by arrangement
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and period checks as per policy Completed Category 3 Health Assessment Medical

Job Purpose

The role of Workshop Tradesman in the Rolling Stock Branch is to primarily carry out repair and maintenance tasks on the Locomotive, Rolling stock and Workshop plant as required.

Key Duties & Responsibilities

- Responsible to the Workshop Foreman, Workshop Superintendent and Engineering Manager. Directly responsible to the Workshop Foreman.
- Carry out repair and maintenance tasks on Locomotives, Rolling Stock and Workshop plant and equipment as directed by the Workshop Foreman or Workshop Superintendent.
- Use workshop equipment, machinery and tools to achieve tasks where required and where competency has been assessed.
- Attend and participate in workshop team meetings providing input as requested by the Workshop Management.
- Carry out such other tasks as the Management and Supervisors may reasonably direct.
- 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, the Rolling Stock Branch Practices and Procedures Manual, Practice Cards and Maintenance instructions. Where no instruction exists, then best engineering practice must be followed as instructed by the Workshop Engineering team.
- Seek approval of Workshop Management for any changes to Workshop practices, drawings etc. Ensure that no practice or procedure is changed without this authority.
- Ensure all work is carried out safely in accordance with PBR Health and Safety requirements and report any near miss or breach of H&S requirements immediately to the Workshop Foreman and the Workshop Health and Safety Representative.
- 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.
- Display due diligence ensuring that Workshop materials are used as efficiently as possible and that care is taken to prevent damage and undue wear to Workshop equipment.
- Report all damage or loss of Workshop equipment immediately to the Workshop Foreman, so that it may be replaced or repaired as soon as possible to prevent delays in Workshop production.
- Carry out workshop housekeeping activities and ensure that work areas, machinery and tools are kept as clean and tidy as possible.



- Understand and demonstrate support for the company’s commitment to a harassment free workplace and report any incident of discrimination or sexual harassment immediately to the Workshop Superintendent.
- Assist with on-the-job training and development of staff and volunteers as required.
- Ensure that the required documentation is completed and distributed as required.
- Maintain a Child Safe environment including reporting responsibilities and procedures
- 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

Key Competencies

- Technical aptitude for the workshop duties required
- Good verbal and written communication skills
- 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
- Strong organisational skills, with ability to prioritise and follow-through

Qualifications & Experience Required

- Accredited trade Certificate III in the relevant trade area or approved equivalent qualification
- Current drivers’ licence
- Knowledge of rail safety desirable
- An understanding of Puffing Billy’s history and current business 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 – 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

	<ul style="list-style-type: none"> • Responsibility for the safety of others
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Additional Notes

- Some weekend and public holiday work may be required as per arrangement
- 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

Acknowledgment

I declare that I have read and fully understand the content of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

Approved By:	Peter Essig	Date:	March 2021
Last Updated By:	Elizabeth Oxworth	Date:	March 2021



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!