

Position description

Title:	Traffic Superintendent
Branch:	Train Operations
Status:	Full Time or Part Time (negotiable)
Location:	Belgrave
Reports to:	Engineering and Train Operations Manager
Direct Reports:	Guards / Signalmen
Hours/Days of Work:	Any five days of seven days – some weekend work will be required
Travel:	Some travel is required – PBR sites and surrounds as required
Requirements:	<p>Current Victorian Working with Children Check (WWCC)</p> <p>Resolved National Criminal History Check and participation in periodic checks</p> <p>Completed a National Transport Commission Category 2 Health Assessment Medical</p>

Job Purpose

This position is primarily responsible for the safe organisation, logistical management, and implementation of traffic movements on the rail corridor of Puffing Billy Railway in accordance with rules, regulations, legislation, protocols and requirements of the organisation. These requirements will be determined principally by business needs, programmed maintenance and by the direction of the Engineering and Train Operations Manager or their delegate.

This role has a strong administrative focus involving record keeping and data management.

Key Duties & Responsibilities

- Responsible for creating Rollingstock Movement Notices, Safeworking Procedures, A Notices, S Notices, M Notices & Notices to Enginemen to ensure daily traffic movements, charters and special trains are operated in accordance, and to meet the business and safeworking requirements.
- Responsible for liaising with Passenger Operations, Rollingstock, Safety and Marketing Branches and Way and Works to create and distribute Working Timetables
- Responsible for arranging or distributing train operations safe working notices, forms, manuals, rules and regulations, record books, staff ticket books to relevant locations and personnel.
- Prepare, maintain and distribution as required appropriate communications, notices, and circulars to all impacted parties for train movements, timetable changes or rules and regulations changes in line with the Rules, General Instructions and Safe Management Systems.
- Maintain data and records on train movements, providing reports as and when required, including Monthly Reporting for the regulator.
- Liaise with Locomotive and Carriage Superintendents to monitor Rollingstock Register. Communicate with appropriate stakeholders when certain rolling stock are not available, or changes required e.g., wheelchair carriages are unavailable; regular consists change.
- Regularly review traffic management /timetabling identifying improvements for more efficient movements that provide better use of resources, personnel skill and contribute to visitor services.
- Arrange for maintenance and availability of safe working tools such as Portable Brake Apparatus, kerosene lamps, etc.
- Support and aid the guard and signalmen roster clerks.



- Provide guidance, supervision and mentoring for volunteer guards and signallers and be a role model as to how work is to be undertaken as per company policies, codes of conduct and values.
- Respond calmly and safely as per protocols in an emergency situation.

General

- Issuing and managing a current Safeworking (S1) Key Register and padlocks
- Attend and contribute to Branch and other organisational meetings.
- 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.
- 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 by the Engineering and Train Operations Manager.

Key Competencies

- Demonstrated organisation and planning skills, with ability to prioritise and follow-through.
- Demonstrated people skills, ideally with experience or aptitude in communicating with management, external stakeholders, and volunteers.
- Computer skills preferably including abilities with Microsoft Office packages.
- Clear and high-quality 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.
- Focus on service excellence, exceeding internal and external customer expectations.

Qualifications & Experience Required

- Strong train operational knowledge preferred
- Working knowledge of ONRSR reporting protocols, Safeworking re-exams, medicals and record keeping or willing to obtain
- Current (or prepared to obtain) qualification of a PBR Safeworker.
- Experience and demonstrated skills in volunteer supervision.
- Current motor vehicle driver's licence (manual).
- An understanding of Puffing Billy's history and current business is desirable.

Key Relationships

- Engineering and Train Operations Manager and team including
 - Drivers, Firemen, Guards, Signalmen and Roster Clerks.
- Passenger Operations Branch Manager
- Human Services Manager
- Way and Works Manager
- Rollingstock Branch Manager
 - Locomotive Superintendent
 - Carriage and Wagon Superintendent
- Marketing Branch Manager
 - Special Trains and Charters Manager
- External stakeholders including elected officers and senior management in public and private organisations



Health & Safety

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

- Ensure adherence to OHS policies and procedures, maintain relevant knowledge of OHS issues, access sources of OHS information and systematically disseminate information to all employees.
- Consult with employees and H&S representatives (where they are elected) on OHS issues.
- Ensure that employees are equipped with the information, instruction, and supervision that they need to work safely.
- Actively Identify, review, and assess risks and controls as per the PBR Safety Management System within Train Operations Branch.
- Report incidents early as per the PBR Safety Management System and forward information to RTW Coordinators immediately.
- Assist with initiating an early return to work on suitable duties after a workplace injury
- 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.
- Involved in developing safe working and OH&S procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure employees are aware of correct usage and storage requirements.
- 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 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others

Additional Notes

- Some weekends and public holiday work may be required on rostered basis
- Attendance at night meetings and some variation to normal hours of work (including early or late starts, weekends and public holidays) may be expected within reason
- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, taking leave during school holidays maybe 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:	Steve O'Brien	Date:	January 2021
Last Updated By:	Peter Essig	Date	January 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!