



Volunteer Role Description – Entry Level

About the Puffing Billy Railway Volunteering Experience

Puffing Billy Railway offers a unique volunteering experience at its award winning tourist attraction. Each of our volunteer roles contribute directly to the smooth and safe running of the Railway with the passengers and visitors our number one focus.

ROLE TITLE	ENGINE CLEANER
BRANCH	VISITOR EXPERIENCE - TRAIN SERVICES
LOCATION	Locomotive Running Sheds
WHO THE ROLE REPORTS TO	Locomotive Superintendent, Train Services Manager, or delegate, and under the direction of the locomotive crew rostered for the day
MINIMUM COMMITMENT	2 shifts per month
ROLE PURPOSE	To prepare, clean and polish Puffing Billy Railway’s locomotives safely and efficiently as required. Our engine cleaners ensure the locomotives always look their best for our visitors
SKILLS AND QUALITIES	<ul style="list-style-type: none"> • Friendly and enjoy talking to the public • Enjoy being part of team-based activities • Interested in the preservation of locomotives and mechanical equipment • Reliable and punctual • Have an eye for detail • Not afraid of getting their hands dirty!
KEY DUTIES	<ul style="list-style-type: none"> • Clean and polish steam locomotives as required • Split and stack firewood for locomotive light up • Clean out locomotive ashpans and ash pit • Assist the drivers and fireman with provisioning of supplies as required • Interpret and adhere to safety notices relevant to the workplace • Assist the locomotive crew with their tasks as required • Act as Puffing Billy Railway ambassador • Create and participate in photo opportunities for visitors as requested.
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to work in all weather conditions • Ability to be on your feet for most of the shift • Standing on uneven surfaces for long periods • Working above and below ground (in servicing pits) • Working in an environment with hot surfaces, dust, heat, and fumes.



BENEFITS OF VOLUNTEERING AT PUFFING BILLY RAILWAY	<ul style="list-style-type: none"> • Being part of the volunteer team of an award-winning heritage railway tourist attraction • Volunteer recognition activities • Discounts on products, food, and events • Free tea, coffee, and hot chocolate when volunteering • Free parking • Regular news updates and social events • Opportunity for other volunteer roles subject to interest, availability, and suitability.
UNIFORM REQUIREMENTS	<p>Black Safety Shoes/Boots, Navy Pants or overalls/bib'n'brace, and blue shirt, Dark Jumper/Jacket without logos, or period appropriate trousers, shirts, waistcoat, and hat.</p> <p>Puffing Billy Railway will provide personal protective equipment (PPE) as required.</p>
TRAINING	<p>Puffing Billy Railway will provide on the job training.</p>
LEADERSHIP	<p>No</p>
ON SITE WITH POSSIBLE ACCESS TO CHILDREN?	<p>Yes</p>
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • A satisfactory and current Working with Children Check • A satisfactory National Police Check that Puffing Billy Railway will arrange and periodic checks • Category 3 rail safety health assessment which PBR will facilitate and provide at no cost • Two Character References • Hold a PBR crew card when on duty • Conflict of Interest Declaration
SELECTION PROCESS	<p>Our Volunteer Services Team will assess the new application based on the organisation's requirements and the suitability of the candidate to the role. Puffing Billy Railway reserves the right to refuse any application.</p>

Volunteers are required to:

- Behave in ways that are consistent with the Code of Conduct issued during the onboarding process.
- Understand PBR is a ZERO DRUG AND ALCOHOL workplace – workplace participants may be subject to unannounced drug and alcohol testing.
- Agree to work in a manner that is safe for themselves, other volunteers, and paid staff.
- Divulge any pre-existing medical conditions, injury or illness or changes to their health.
- Agree to undertake duties and the minimum service requirements as specified in this Volunteer Role Description
- Log volunteer hours by the system provided

Puffing Billy Railway is an Equal Opportunity Employer of Staff and Volunteers and prohibits discrimination and harassment of any kind. PBR is committed to the principle of equal engagement opportunity for all employees and volunteers.

Puffing Billy Railway is committed, always to promoting and protecting the best interests of children and young people involved in its programs as visitors or passengers. PBR supports and respects all children, young people, staff, and volunteers. We are committed to the continual development of inclusive practises.

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.



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!