

Position description

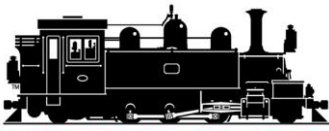
Title:	Workshop Foreman
Branch/Department:	Engineering
Status:	Full Time
Location:	Belgrave or Emerald
Reports to:	Workshop Superintendent and Engineering Manager
Direct Reports:	Workshop fitters/machists
Hours/Days of Work:	Days will be rostered Monday to Friday commencing 7.30am to 4.00pm Weekend work maybe required by arrangement
Travel:	Some local travel is required along the Puffing Billy Railway corridor and sites
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed Category 3 Health Assessment Medical

Job Purpose

The role of the Workshop Foreman in the Engineering department is to primarily carry out repair and maintenance tasks on the Locomotive, Rolling stock and Workshop plant as required. The Foreman has additional responsibilities for the overall quality, safe execution and timely completion of all work performed in the workshop. The Foreman allocates work and supervises the duties of trades staff and volunteers and liaises with the Workshop Superintendent in planning maintenance activities, assessing competencies and for any engineering expertise required for the work.

Key Duties & Responsibilities

- Directly responsible to the Workshop Superintendent and Engineering Manager.
- Carry out repair and maintenance tasks on Locomotives, Rolling Stock and Workshop plant and equipment as directed by the Workshop Superintendent.
- Use workshop equipment, machinery and tools to achieve tasks where required and where competency has been assessed.
- Allocate work to trades staff and volunteers in such a manner that targets and production plans are met with the most efficient utilisation of available resources.
- Liaise with the Workshop Superintendent in the planning of work, engineering support and provision of external services.
- Where approved use of the workshops administration system for the procurement of parts and consumables for the execution of work.
- Attend and participate in workshop team meetings providing input as requested by the Workshop Management.
- Assist the Workshop Superintendent in the assessment of competencies of trades staff and volunteers providing support and mentorship
- Carry out such other tasks as the Management and Supervisors may reasonably direct.
- Supervise and review work being carried out and ensure that the job quality is of a high standard and that all work performed meets 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, to follow best engineering practice under the direction of the Workshop Engineering team.



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- 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 Superintendent and the Workshop Health and Safety Representative.
- Maintain a high standard of personal conduct, leading the staff by example, behaving in a professional manner, treating other team members, 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 Superintendent, so that it may be replaced or repaired as soon as possible to prevent delays in Workshop production.
- Engage staff in Workshop housekeeping activities to ensure that work areas, machinery and tools are kept as clean and tidy as possible
- 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.
- 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

- Leadership and supervisory skills, particularly in directing trades staff in workshop duties
- Mechanical aptitude for workshop duties
- 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

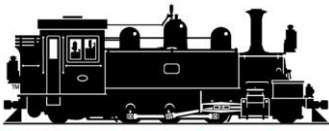
- Accredited trade certificate in Engineering (Fitting and Machining and/or Certificate III in Engineering Mechanical or approved equivalent qualification) with at least 10 years' experience
- Formal training/competencies in front line management, team supervision
- Competencies in a broad range of tasks required to work on PBR locomotives and rolling stock
- 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

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



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- Ensure adherence to OHS policies and procedures.
- Consult with employees and H&S representatives (where they are elected) on OHS issues.
- Ensure that employees are equipped with the information, instruction, training and supervision that they need 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
- Access sources of OHS information and systematically disseminate 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.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure employees are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained
- Maintain relevant knowledge of OHS issues.
- 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. clasping, reaching • Walking on uneven surfaces • Exposure to hot surfaces, dust, heat and fumes • Responsibility for the safety of others

Additional Notes

- 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.
- Employee may be required to conduct duties at the Belgrave or Emerald sites as required

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:	April 2019
Last Updated By:	Peter Essig	Date:	April 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!