

## Position description

<b>Title:</b>	<b>Workshop Tradesperson</b>
<b>Branch/Department:</b>	Infrastructure - Workshops
<b>Status:</b>	Part Time or Full Time
<b>Location:</b>	Belgrave or Emerald
<b>Reports to:</b>	Workshop Superintendent
<b>Direct Reports:</b>	Nil
<b>Hours/Days of Work:</b>	Usually Monday to Friday commencing 7.30am to 3.30pm Weekend work maybe required by arrangement
<b>Requirements</b>	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and periodic checks as per policy Completed Category 3 Health Assessment Medical

### Job Purpose

The role of Workshop Tradesperson in the Infrastructure Branch is to primarily carry out maintenance, repair, and restoration tasks on locomotives, rolling stock, and workshop plant as required.

### Key Duties & Responsibilities

- Carry out maintenance, repair, and restoration tasks on locomotives, rolling stock and workshop plant & equipment as directed by the Workshop Superintendent or delegate.
- 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.
- Ensure that work 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 Manual, Practice Cards, and Maintenance instructions. Where no documentation exists, best engineering practice must be followed as directed by the Workshop Engineering team.
- Seek approval of Workshop Management for any changes to workshop practices & procedures, drawings etc.
- Ensure that 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, behaving in a professional manner, and always treating other team members, railway staff & volunteers, and the public with respect and dignity. Motivate and assist fellow team members to work efficiently and achieve their best.
- Display due diligence in ensuring that workshop materials are used as efficiently as possible, and that care is taken to prevent damage and undue wear to workshop equipment.
- Carry out housekeeping activities and ensure that work areas, machinery, and tools are kept clean and tidy.
- 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 production.
- Understand and demonstrate support for the company's commitment to a harassment free workplace, reporting 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 required documentation is completed and managed as required.



- Maintain a Child Safe environment; understand & follow reporting responsibilities and procedures.
- Actively participate in continuous improvement through learning and development programs and performance management programs.
- Maintain and promote behaviours in line with company values, principles, policies, and procedures.
- Carry out such other tasks as management and supervisors may reasonably direct.

**Key Competencies**

- A common-sense approach and technical aptitude for the duties required.
- Good verbal and written communication skills.
- Ability to work cooperatively and respectfully with people from varied 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 & lead by example.
- Strong organisational skills, with ability to prioritise and pursue jobs to completion.

**Qualifications & Experience Required**

- Accredited trade Certificate level III in the relevant area, or an 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 health & safety and that of others, by adhering to safe work procedures.
- Co-operate with management in the fulfilment of its legislative obligations.
- Take reasonable care to ensure their own health & safety and that of others, and to abide by their duty of care provided for in the legislation.
- Report any injury, hazard, or illness to their supervisor immediately, where practical.
- Ensure others are not put 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

<b>Frequent (occurs 1/3-2/3 of time)</b>	<b>Constant (occurs 2/3+ of time)</b>
<ul style="list-style-type: none"> <li>• Manual handling task (0 – 20kg)</li> <li>• Gripping, holding, clasping with fingers/hands.</li> <li>• Exposure to hot surfaces, dust, heat, and fumes.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. clasping, reaching.</li> <li>• Walking on uneven surfaces.</li> <li>• Use of chemicals and solvents.</li> <li>• Machinery noise.</li> <li>• Responsibility for the safety of others.</li> </ul>

**Additional Notes**

- 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 Safety and Wellbeing Policy and Child Safety 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:	Bret Butler	Date:	July 2023
Last Updated By:	Tim Heeks	Date:	July 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!**