

Position description

Title:	WORKSHOPS TEAM LEAD/LEADING HAND
Group/Branch:	Infrastructure - Workshops
Status:	Full Time
Location:	Belgrave or Emerald Based
Reports to:	Locomotive Workshops Team Leader
Direct Reports:	Belgrave Workshop Tradespeople and Apprentices
Hours/Days of Work:	Usually Monday to Friday commencing 7.30am to 3.30pm Weekend work maybe required by arrangement
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and periodic checks as per policy Completed Category 3 National Standard for Helath Assessment of Rail Safety Workers

Job Purpose

Under the direction and support of the Workshops Manager, the position of Workshop Team Lead is to

- Ensure a safe working environment and practice is followed by workshop staff and volunteers at all times
- Ensure that repair and maintenance tasks on the PBR Locomotive Rolling Stock and Workshop plant is undertaken to a high standard as per agreed maintenance schedules and regulatory requirements
Provide direction, coaching and supervision of Workshops Trades personnel on jobs/projects.
- Provide mentorship and supervision to Apprentices,
- Assist in workshops jobs planning, organisation, prioritisation, and administration.

Key Duties & Responsibilities

Maintenance Duties

- Carry out repair and maintenance on Locomotives, Rolling Stock and Workshop plant and equipment as directed.
- Use workshop equipment, machinery, and tools to achieve required maintenance and refurbishment practices as required and where competency has been assessed.
- Conduct all work to meet the requirements of the organisation's Safety Management System, the Branch Practices and Procedures documentation, Practice Cards and Maintenance instructions. Where no instruction exists, then best practice must be followed as instructed.
- Ensure workshop housekeeping is undertaken, work areas, machinery and tools are clean, tidy & functional.
- Assist in other maintenance activities as required and directed.
- Identify and advise the Manager of risks, deficiencies in practice or other potential or actual negative impacts.

Workshop Supervision

- 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.
- Lead and provide mentorship and supervision to Apprentices and Trades personnel.



- Provide direction and prioritise on jobs and projects.
- Assist and support the Workshop Manager in the training and assessment of Workshops Tradespeople and Workshop Volunteers to achieve and maintain appropriate competencies.
- Ensure that staff are suitably trained and competent in the tasks allocated and machinery to be used.
- Assist in the planning and the allocation of work to be undertaken by Workshop personnel.
- Assist in the organisation of work activities, tools, materials consumables, etc.
- Undertaken administration activities, such as updating maintenance records, safe work methods statements (SWMS), maintenance schedules, documentation review are undertaken as directed.

General Duties

- Ensure the application of correct practices and methods for the tasks undertaken.
- Develop appropriate works methods and Standard Operating procedures.
- Ensure necessary documentation is completed and submitted on time and in full.
- Liaise with Infrastructure administration to ensure timely and accurate procurement of materials.
- Ensure that only registered volunteers are rostered and participating in workshops activities at PBR.
- Actively participate in Team and Branch meetings including Toolboxes.
- 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.
- Will actively participate in continuous improvement – training, learning and development programs and performance management programs.
- Maintain self and team behaviours in line with company values and adhere to all company values, principles, policies and procedures.
- Other tasks and duties as requested.

Key Competencies

- High level 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 with demonstrated ability to train and develop others
- Strong organisational skills, with ability to prioritise and follow-through
- Good computer literacy skills – Outlook suite
- Focus on service excellence, exceeding internal and external customer expectations

Qualifications & Experience Required

- Accredited trade Certificate III in the relevant trade area or approved equivalent qualification – such as fitter machinist, boilermaker, diesel mechanic
- Demonstrated experience and/or qualifications in team supervision involving team development, organising work jobs in an environment of continual improvement
- Experience in a similar position, particularly in providing direction, support and training to others
- 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

People 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.
- 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 and report if not.
- 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 – 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 • Responsibility for others safety

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 Safety and Wellbeing Policy and Child Safe 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:	Group Manager Infrastructure	Date:	October 2023
Last Updated By:	People and Culture	Date:	October 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!