

Position description

Title:	Assistant Locomotive Operations Officer
Branch/Department:	Train Operations
Status:	Full Time or Part Time
Location:	Belgrave based, working along the PBR rail corridor
Reports to:	Locomotive Superintendent
Direct Reports:	Volunteers as directed
Hours/Days of Work:	As rostered and as per agreement
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 2 Health Assessment Medical

Job Purpose

This position provides on the job support within Train Operations to assist in the facilitation of capability building ensuring a pipeline of competent, skilled personnel are in place for daily train operations of Puffing Billy Railway's (PBR)'s steam and diesel locomotives, in accordance with the organisations training regime, safe-working procedures and business operations.

Key Duties & Responsibilities

Learning and Development

- Support the delivery of competency-based training and assessment programs to ensure a pipeline of qualified firemen and drivers are available to operate the Locomotives at Puffing Billy Railway.
- Support the PBR training department as directed, in overseeing the practical and theory training progress of engine cleaners, firemen and drivers
- Provide on the job training for engine cleaners, firemen and drivers as directed as per PBR and Train Operations Training Framework and training packages as appropriate
- Mentor and foster a positive and inclusive culture and safe work practices - assisting in developing personnel skills and creating a supportive, positive, enjoyable volunteer experience
- Demonstrate and instil in colleagues by role modelling and encouragement the importance of providing a memorable visitor experience

Operational Duties

- Provide support as required to ensure scheduled operations are provided. These may include driving, firing and engine cleaning.
- Operate all PBR locomotives safely and efficiently in accordance with the requirements of the training regime and safe-working procedures
- Assist workshop staff with basic maintenance and repairs as directed under supervision
- Ensure, where practicable, timetable matters are adhered (arrival, departures)
- Liaise and work with the Workshop team under the direction of the Locomotive Superintendent in addressing programmed locomotive maintenance and in addressing identified/diagnosed faults and errors
- Willingness to be endorsed on all PBR steam and diesel locomotives, plant and equipment.



- Conduct movements and depot duties as directed by Group Manager Train Operations or their delegated representative.

General responsibilities

- Identify and support new and improved ways to manage the efficiency and visitor experience of the branch
- Restocking of locomotive crew consumables and arranging for reordering supplies as directed.
- As directed by the Group Manager Train Operations or their delegate to represent PBR and liaise in forums such as advisory groups, information sessions, education forums
- As directed by the Manager will fulfil the role of a communication conduit, liaising with volunteers and bring issues/feedback to the appropriate personnel
- Providing operating reports/logs etc as directed
- Undertake research and other projects as directed
- Constantly seek and identify ways to enhance the visitor and volunteer experience at PBR
- Cultural Ambassador with behaviours reflecting the values of the organisation
- Constantly assessing operations and identifying ways to improve efficiencies, sustainability, safety and alignment with business plan
- Work collaboratively with other Locomotive Operations Officers to ensure a consistent and high standard approach to performing the role
- Support the work of colleagues in the Train Operations Branch providing position backup as and when directed
- Champion a positive and inclusive workplace culture
- Actively participate in continuous improvement – learning and development programs and performance management programs
- Adhere to all company values, principles, policies and procedures
- 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
- Other tasks and duties as requested by Group Manager Train Operations or their delegated representative.

Key Competencies

- Strong mentoring and training skills – skilled at supporting and getting the best from others
- Technical aptitude and abilities to work with machinery
- Ability to respond to an emergency in a calm and professional manner
- Ability to interpret PBR publications and safe working notices and keep abreast of operational changes and directions
- A sound technical knowledge of steam and diesel locomotives and railway operations.
- Possess a positive approach to mentoring and knowledge transfer
- High level 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
- Basic operational computer skills including Microsoft suite
- Focus on service excellence, exceeding internal and external customer expectations
- Basic administration duties as directed by Group Manager Train Operations or their delegated representative.

Qualifications & Experience Required

- Experience working with steam and/or diesel locomotives preferred
- Qualifications as a PBR safe-worker, fireman, steam and diesel locomotive driver with ability to drive all locomotive types – reaccreditation current
- PBR On-the-job trainer
- Demonstrated supervisory and mentoring experience



- Training and assessment qualifications desired such as Certificate IV in Workplace Training and Assessment
- Knowledge of Transport and Logistics Training Package and/or ATHRA training model
- Experience working in tourism, not for profit and volunteering sectors looked upon favourably
- An understanding of Puffing Billy Railway’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, including ATHRA

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.
- 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 – 20kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. clasping and reaching • Walking/standing on uneven surfaces • Standing on constantly moving surfaces for long periods • Constant exposure to hot surfaces, dust, heat and fumes • Shovelling coal • Movement of heavy control levers • Responsibility for the safety of others

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 Safe Policy and Child Safe 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:	
----------------	--	---------------------	--	-------	--

Approved By:	Peter Essig	Date:	March 2023
Last Updated By:	Elizabeth Oxworth	Date:	March 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!