



## Position description

Title:	<b>ENGINEERING MANAGER – MANUFACTURING AND SUSTAINMENT</b>
Group/Branch:	Infrastructure
Status:	Full Time Fixed Term
Location:	Belgrave based with requirement to travel to Emerald
Reports to:	CEO or delegate
Direct Reports:	Workshops Manager, Way and Works Manager, Office Administration Supervisor
Hours/Days of Work:	Usually Monday to Friday commencing 7.30am to 3.30pm Weekend work maybe required by arrangement Flexibility with hours and days of work will be required by arrangement due to operational requirements
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

This senior position is responsible for leading and coordinating engineering planning and resourcing for the design, construction, modification, testing, commissioning, maintenance, overhaul and restoration of all rolling stock (locomotives, carriages, wagons) owned and operated by Puffing Billy Railway.

This position will also oversee the overarching plan for rail corridor infrastructure maintenance, ensuring compliance to availability, safety and Rail Safety Standard requirements.

### Deliverables

- Establish and implement a maintenance and overhaul program (short term and long term) that ensures rolling stock and infrastructure is fit for purpose and available to meet operational requirements and strategic objectives
- Determine appropriate, cost effective resourcing requirements, both internal and external (contracting out) to optimise rolling stock availability that is compliant to rail and safety quality standards and obligations and long term operational sustainability

### Key Duties & Responsibilities

- Provide support and direction to the workshop and track teams on work planning and prioritisation, aid in issue troubleshooting, implement process improvements, and ensure work is completed in a timely manner and to the required standard
- Analyse and optimise production methods and workflows to maximise productivity and quality as defined by standards and specifications while minimising costs



- Contribute to maintenance and production planning and scheduling by determining the most efficient sequence of operations, estimating production time and costs, and providing input schedules.
- Evaluate equipment capabilities, analyse performance data, and make recommendations for new equipment purchases, upgrades or outsourcing
- Prepare reports as required, identifying various aspect of production and operational efficiency and accommodate long term service demand
- Develop and test component and process improvements, evaluate results and recommend changes in specifications or plans as appropriate
- Adhere to budgets, policies and procedures whilst managing staff, contractors, suppliers and volunteers
- Maintain a Child Safe environment including reporting responsibilities and procedures (note: this role may have direct contact with children)
- Actively participate in continuous improvement activities, including learning and development and performance management programs
- Maintain behaviours in line with company values and adhere to all company principles, policies and procedures
- Other tasks and duties as requested

### Key Competencies

- Superior verbal and written communication skills
- Strong analytical and problem-solving skills
- Computer literacy in (among others) MS Word, Outlook, Excel and Power Point
- Strong organisational skills, with ability to prioritise and follow-through while managing multiple projects and priorities
- Strong collaborator with ability to implement evidence-based solutions
- Well-honed people supervision skills, with ability to work as a team & to lead by example

### Qualifications & Experience Required

- Demonstrated people and technical leadership
- A tertiary Engineering degree (preferably mechanical, manufacturing or civil) with engineering certification preferred (eg CPEng)
- Registered Professional Engineer Victoria Certification
- Minimum 10 years' experience in heavy manufacturing, rail, transport or similar environment – bespoke manufacturing experience viewed favourably
- Project management experience
- Experience with CAD design packages, preferable
- Experience with maintenance and manufacturing management systems (MEX preferred)
- Trade background/experience considered favourably

### Key Relationships

- PBR staff, volunteers, and visitors.
- External suppliers and contractors.

### Health & Safety

Managers and 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"> <li>• Manual handling task (0 – 10kg)</li> <li>• Gripping, holding, clasping with fingers/hands.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. clasping, reaching.</li> <li>• Walking on uneven surfaces.</li> <li>• Sitting at workstation</li> <li>• Exposed to hot and dirty environments</li> <li>• Responsibility for others safety.</li> </ul>

### 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. Signing this document supersedes any previous position description

Employee Name		Employee Signature		Date	
Approved By:	CEO	Date:	August 2024		
Last Updated By:	People and Culture	Date:	August 2024		



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!**