

Position description

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| Title: | Environmental Coordinator |
| Branch: | Infrastructure - Way & Works |
| Status: | Full Time |
| Location: | Belgrave with requirement anywhere along the PBR rail corridor |
| Reports to: | Way and Works Manager |
| Direct Reports: | Environmental Crew Members and Volunteers |
| Hours/Days of Work: | 7.30am to 3.30pm Monday to Friday (7.5 hours a day) with some weekend work by arrangement |
| Travel: | All Puffing Billy Railway sites and some local travel is required |
| 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

The role of Environmental Team Lead is to lead in the natural environmental management for Puffing Billy Railway (PBR) and its community by overseeing the conservation of native vegetation and control of undesired plant life. This role also manages the Environmental team (employees and volunteers) in critical fuel reduction fire bushfire prevention amongst other tasks. The Puffing Billy Railway corridor is a recognised asset to the Dandenong Ranges and plays an important part of the passenger's experience and the local area.

Key Duties & Responsibilities

- Lead the Environmental team to provide an environmentally sustainable workplace and organisation
- Working predominantly out in the field being responsible for the rehabilitation of the natural environment
- Lead and advise, engage and communicate with staff, volunteers, customers, contractors and other stakeholders to align with environmental policies and process
- Identifying weed species, ongoing weed control to eliminate major infestations of undesired plant life
- Assist in the process of dedicated bushfire fuel reduction
- Identify ignition points and plan biomass works around the Railway
- Plan and assist in revegetation work following the PBR Environmental management Plan and Heritage overlays
- Adhere to all local bylaws and legislation regarding fire prevention and reducing fire risk
- Work with PBR Volunteers to manage tasks as directed
- Assist the Volunteer Services Team with the PBR Corporate Volunteer Program
- Responsible for the safe operating procedures of all equipment and tools of trade
- Responsible for the safe operating procedures of all low-grade chemicals and poisons for weed control, including maintaining the MSDS register
- Identifying funding opportunities and assist with submissions
- Identifying ways to streamline record keeping and data management systems through better use of technology
- Report writing skills and record keeping assisting with vegetation mapping, measuring Key Performance Indicators (KPI) and for work analysis

- Provide support, direction, guidance and work with direct reports on learning and development plans
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- 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
- Assist with on-the-job training and development of staff and volunteers.
- Maintain behaviours in line with company values and demonstrate leadership in behaviours to your team at all times
- Adhere to all company values, principles and procedures
- Other duties as the supervisor may reasonably direct

Key Competencies

- High level verbal and written communication
- Supervisory 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
- Enthusiasm and passion for the work and in sharing interest with others
- Solid Microsoft Office skills

Qualifications & Experience Required

- Current and valid Full Drivers Licence
- First Aid Certificate level 2 or higher desired
- Cert IV in Environmental Management & Sustainability or other relevant qualification 2-3 years previous experience in similar field involving staff and/or volunteer supervision
- An understanding of Puffing Billy Railway's history and current business is desirable

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 the time) | Constant (occurs 2/3+ of the time) | Repetitive |
|---|---|------------|
| <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 ie stacking, reaching, typing and sorting. Walking on uneven surfaces. Responsibility for the safety of others. | |

Key Relationships

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

Additional Notes

- Weekend work will be required as rostered
- Work will be carried out in a variety of working and weather conditions, suitable PPE will be supplied
- Mechanical plant varies in size from hand tools to petrol operated tools
- 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 Protection Policy and Code of Conduct

Acknowledgement

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: | May 2021 |
| Last Updated By: | Elizabeth Oxworth | Date: | May 2021 |



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!