



## Position description

<b>Title:</b>	<b>Locomotive Workshop Superintendent (Workshop Supervisor)</b>
<b>Branch/Department:</b>	Train Operations – Rolling Stock
<b>Status:</b>	Full Time (75 hours per fortnight)
<b>Location:</b>	Belgrave
<b>Reports to:</b>	Group Manager Train Operations
<b>Direct Reports:</b>	Locomotive workshop tradespeople and volunteers
<b>Hours/Days of Work:</b>	Monday to Friday – 7:30am to 3:30pm. Weekend and after-hours work by prior arrangement.
<b>Travel:</b>	Some local travel is required
<b>Requirements</b>	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed a National Transport Commission Category 3 Health Assessment Medical

### Job Purpose

The role of the Locomotive Workshop Superintendent in the Rolling Stock Branch is to manage construction, maintenance and repair tasks carried out by the Locomotive Workshop.

The Workshop Superintendent is responsible for the management of all staff and volunteers that work in the Locomotive Workshop including assessing worker competencies and managing team member performance. The Locomotive Workshop Superintendent is responsible for planning and overseeing all work activities in the Workshop including monitoring work quality and progress.

The Workshop Superintendent is to liaise with the tradespeople and administrative staff to coordinate administrative activities including but not limited to procurement reporting and records documentation.

### Key Duties & Responsibilities

- Planning, coordinating, and assigning work for the Workshop tradespeople to achieve work completion in an efficient and timely manner.
- Planning of all scheduled repair, maintenance and service work carried out in the workshop to meet maintenance delivery schedules minimising the risk of unscheduled breakdowns.
- Respond to breakdowns and facilities repair as required.
- Coach, motivate, and encourage the workshop team and encourage team to be engaged and proactive while on duty.
- Participate in the recruitment, training, mentoring, performance management and skill development of tradespeople.
- Share knowledge and undertake assessment of competencies of tradespeople and volunteers and documentation.
- Ensure all work is carried out safely and in accordance with Puffing Billy Railway Safe Management Systems (SMS) including reporting any near miss or breach of health and safety requirements immediately to the appropriate personnel.



- Preparing and implementing Safe Work Method Statements for work performed by Workshop tradespeople and volunteers.
- Carrying out safety walks for the workshop on a regular basis.
- Use of the maintenance management system (MEX) for planning, progress reporting, etc, including the entry of data and the production of reports.
- Use of the Vault system for the storage and management of documentation and drawings.
- Procurement of parts, consumables and external services within delegation and inspection of goods and services for quality and completeness.
- Attend and participate in workshop team meetings, providing input as requested by the Group Manager.
- Monitoring of quality of work performed including quality assurance review and testing of work performed in the workshop.
- Issued with the authority of the Group Manager Train Operations, produce documentation for carrying out repair work, maintenance work and procurement including practice cards, procedures, specifications, requisitions, manuals, work instructions, drawings, etc. and other documentation.
- Maintenance of a high standard of personal conduct, leading the staff by example, behaving in a professional manner, treating other team members, and the public with respect and dignity always, whilst also motivating and assisting fellow team members to perform tasks as efficiently as possible.
- Display due diligence ensuring that Workshop materials are used as efficiently as possible, and that care is taken to prevent damage and undue wear to Workshop equipment.
- Report all damage or loss of Workshop equipment immediately to the Group Manager Train Operations, so that it may be replaced or repaired as soon as possible to prevent delays in Workshop production.
- Support and mentor employees on apprenticeships.
- 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 – learning and development programs and performance management programs.
- Adhere to all company values, principles, policies and procedures.
- Other tasks and duties as requested.

### Key Competencies

- Demonstrated competencies in managing workshop staff.
- High competency in the use of computer software systems for communication, planning, etc., in the Microsoft suite and maintenance management software (MEX), etc.
- High level written and oral communication skills including preparing technical reports and other documentation.
- 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.
- Strong organisational skills, with ability to prioritise and follow-through.
- Contribute to and participate in continuous professional and organisational improvement.

### Qualifications & Experience Required

- Mechanical Engineering qualification at Trade certificate or Tertiary Engineering level.
- Demonstrated experience in workshop management.



- Demonstrated people supervision, and development experience.
- A minimum of 5 years' experience in a similar position.
- An understanding of Puffing Billy's history and current business desired.
- Strong overall safety knowledge with awareness of current legislation and regulations – rail safety knowledge looked upon favourably.
- Current manual motor vehicle driver's licence.

**Key Relationships**

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

**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"> <li>• Manual handling task (0 – 15kg)</li> <li>• Gripping, holding, clasping with fingers/hands</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. stacking, reaching, typing and sorting</li> <li>• Walking on uneven surfaces</li> <li>• Exposure to hot surfaces, dust, heat and fumes</li> <li>• Responsibility for the safety of others</li> </ul>

**Additional Notes**

- Weekend and after-hours work may be required by agreement. Subject to approval, flexibility in hours of work may be given in such cases and if in accordance with policy, time in lieu may be granted.



- 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 may be 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 Abbot	Date:	September 2022
Last Updated By:	Peter Essig	Date:	September 2022



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!**