



## POSITION DESCRIPTION

Title:	<b>Maintenance Officer</b>
Group/Branch:	Way and Works
Status:	Full Time (Part Time x 2 )
Location:	Belgrave and working from home arrangements as discussed and agreed.
Reports to:	Infrastructure Buildings Co Ordinator
Direct Reports:	Volunteers / Contractors
Business administration reporting:	Group Manager Business Services (timesheets, leave forms)
Independent expenditure approval:	
Hours/Days of Work:	7.30am to 3.30pm Coverage across 7 days per week (7.5 hours a day) between 2 x roles
Requirements	<p>Current Victorian Working with Children Check (WWCC)</p> <p>Resolved National Criminal History Check and periodic checks as per policy</p> <p>Completed Category 3 National Standard for Health Assessment of Rail Safety Workers</p> <p>Participating in random drug and alcohol testing</p>

### Job Purpose

As a Maintenance Officer, you will be responsible for overseeing and executing maintenance activities to ensure the smooth operation of facilities and equipment within the organization. Your role will involve preventive maintenance, troubleshooting, and repairs to uphold safety standards and optimize functionality. This role will encompass both reactive maintenance and preventative programs to ensure facilities are fit for purpose and meet regulatory requirements.

### Key Duties & Responsibilities

- **Routine Maintenance:** Perform regular inspections and maintenance tasks on equipment, machinery, and facilities to identify any issues or potential hazards. This includes electrical systems, plumbing, HVAC, and structural components.
- **Repair Work:** Diagnose and address equipment malfunctions or breakdowns promptly to minimize downtime. Utilize problem-solving skills and technical expertise to troubleshoot issues effectively.
- **Safety Compliance:** Ensure all maintenance activities adhere to safety regulations and protocols. Conduct risk assessments and implement measures to prevent accidents or injuries in the workplace.
- **Record-Keeping:** Maintain accurate records of maintenance activities, including inspection reports, work orders, and inventory of spare parts and supplies. Keep track of maintenance schedules and upcoming tasks to prioritize workload efficiently.
- **Emergency Response:** Respond promptly to emergency maintenance requests, such as equipment failures or building infrastructure issues. Coordinate with relevant stakeholders to resolve emergencies swiftly and minimize disruptions.



- **Team Collaboration:** Collaborate with other departments, including facilities management, operations, and procurement, to coordinate maintenance activities effectively. Communicate proactively with colleagues to ensure a smooth workflow and address any maintenance-related concerns.
- **Continuous Improvement:** Identify opportunities to optimize maintenance processes and enhance equipment reliability. Recommend upgrades or modifications to improve efficiency, reduce costs, or extend the lifespan of assets.
- Assist the Volunteer Services Team with the PBR Corporate Volunteer Program when required.
- 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
- Adhere to all company values, principles and procedures
- Other duties as the supervisor may reasonably direct

### Key Competencies

- Proven experience in maintenance operations, preferably in a similar role within a commercial or industrial setting.
- Proficiency in troubleshooting mechanical, electrical, and plumbing systems.
- Strong knowledge of safety regulations and protocols related to maintenance work.
- Experience and certification in working at heights, with proficiency in utilizing safety harnesses, ladders, scaffolding, and other elevated platforms desirable.
- Excellent problem-solving skills and attention to detail.
- Effective communication and interpersonal skills, with the ability to work collaboratively in a team environment.
- Certification or training in relevant technical fields, such as HVAC, Carpentry, or plumbing, is desirable.
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures.
- 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

### Qualifications & Experience Required

- Own judgement and decision making required on minor maintenance works to ensure daily duties accomplished.
- High level verbal and written communication
- Basic to medium computer skills, especially Microsoft office
- 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

### Key Relationships

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



## Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

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 – 9kg)</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>• Sitting at a workstation.</li> <li>• Responsibility for the safety of others.</li> </ul>

## Additional Notes

- Weekend work maybe required by arrangement
- 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
- PBR is a zero drug and alcohol workplace – workplace participants my 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	
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Approved By:	Bret Butler – Group Manager Inf	Date:	31 May 2024
Last Updated By:	People and Culture	Date:	30 May 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!**