



Position Description

Title:	Rail Supervisor (Formerly Road Foreman)
Branch/Department:	Way & Works
Status:	Fulltime - 75 hours a fortnight
Location:	Belgrave
Reports to:	Way & Works Manager
Direct Reports:	Track workers
Hours/Days of Work:	7:30am – 3:30pm – Monday to Friday with some on-call and after hours work
Requirements:	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Current Rail category 1 medical

Job Purpose

Under the direction of the Way and Works Manager, the role of Rail Supervisor is to lead the Track Workers in ensuring that Puffing Billy Railway (PBR) corridor and infrastructure are constructed and maintained safely and efficiently to the standards set out by the Office of the National Rail Safety Regulator and Emerald Tourist Railway Board.

Key Duties & Responsibilities

- Ensure safe, compliant and environmentally acceptable working methods and practices are implemented and that adequate resources are made available for rail track workers.
- Supervise, lead and guide a team of rail track workers through delegation of maintenance tasks and direction of project requirements to maintain safe rail infrastructure assets across their lifecycle.
- Set an example of positive behaviour, values and safe practices against which the team can model themselves
- Ensure rail infrastructure assets are constructed and maintained to appropriate standards that ensure safety.
- Organise, allocate, coordinate and direct construction activities in accordance with track and locomotive schedules to complete the works to a quality standard, on time and within budget.
- Ensure all activities are performed safely and adherence to industry standards, codes, compliance requirements and site safety regulations.
- Monitor and review the performance of plant, labour and projects to ensure production and timeline targets are met.
- Oversee all maintenance, upgrades and renewals as defined by the Railway's Infrastructure department and lead the development, procurement, and integration of new rail infrastructure assets.
- Ensure timely receipt of supervisory reports for progress monitoring and other site performance information as requested



Key Competencies

- Exceptional leadership and supervisory skills with a proven ability to lead, influence and guide diverse and multi-disciplinary teams to achieve objectives.
- Highly developed analytical and problem-solving skills to pre-empt and mitigate operational risks.
- Critical thinking to make decisions, solve problems, multi- task and foster innovation methodically and strategically.
- Experience in developing and managing work plans, programs and operational budgets in a fast paced, unpredictable environment
- Extensive experience in the delivery of infrastructure maintenance, upgrades and renewal.
- Excellent interpersonal skills, including a demonstrated ability to build effective working relationships to achieve high productivity working teams and communicate effectively with multiple levels of stakeholders
- Highly developed organisational skills, flexibility and the ability to balance priorities
- Ability to delegate and manage a range of tasks simultaneously
- Actively participate in continuous improvement - learning and development programs and performance management programs

Qualifications & Experience Required

- Minimum 5 years supervisor/team leader experience in rail & civil work
- Mechanical aptitude and machine operator experience
- Current driver's license
- First aid certificate
- An understanding of Puffing Billy's history and current business 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:

- Consult with employees, maintain relevant knowledge, disseminate information and ensure adherence to OHS policies and procedures.
- Act as a role model and 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
- 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

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 25kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e., stacking & reaching • Walking on uneven surfaces • Outdoor work – exposure to elements • Responsibility for the safety of others

Additional Notes

- Some weekend, call-out and public holiday work will be reasonably required on occasion
- 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 Safety and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants will 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:		Date:	
Last Updated By:	Shayne Nichols	Date:	30/06/2022



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!