

## Position description

<b>Title:</b>	<b>Workshop Trades Assistant - Apprentice</b>
<b>Branch/Department:</b>	Rolling Stock
<b>Status:</b>	Part Time or Full Time
<b>Location:</b>	Belgrave or Emerald
<b>Reports to:</b>	Workshop Superintendent
<b>Direct Reports:</b>	Nil
<b>Hours/Days of Work:</b>	Days will be rostered Monday to Friday commencing 7.30am to 4.00pm Weekend work maybe required by arrangement
<b>Requirements</b>	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 3 Health Assessment Medical

### Job Purpose

The role of Workshop Trades Assistant in the Rolling Stock Branch is to primarily assist qualified tradesmen carry out repair and maintenance tasks on the Locomotive, Rolling stock and Workshop plant as required.

This role supports the incumbent in obtaining a trade qualification and is a prerequisite of the position.

### Key Duties & Responsibilities

- To assist qualified trades people to carry out repair and maintenance tasks on Locomotives, Rolling Stock and Workshop plant and equipment as directed by the Workshop Foreman or Workshop Superintendent.
- To carry out surface preparation and painting work as directed by the Workshop Foreman or Workshop Superintendent.
- Use workshop equipment and tools to achieve tasks where required and where competency has been assessed.
- Attend and participate in workshop team meetings providing input as requested by the Workshop Management.
- Ensure that the job quality is of a high standard. All work performed is to meet the requirements of the Railway's Safety Management System, the Rolling Stock Branch Practices and Procedures Manual, Practice Cards and Maintenance instructions. Where no instruction exists, then best engineering practice must be followed as instructed by the Workshop Engineering team.
- Seek approval of Workshop Management for any changes to Workshop practices, drawings etc. Ensure that no practice or procedure is changed without this authority.
- Ensure all work is carried out safely in accordance with PBR Health and Safety requirements and report any near miss or breach of H&S requirements immediately to the Workshop Foreman and the Workshop Health and Safety Representative.
- Maintain a high standard of personal conduct, behaving in a professional manner, treating other team members, Railway staff and the public with respect and dignity at all times, 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 Workshop Foreman, so that it may be replaced or repaired as soon as possible to prevent delays in Workshop production.
- Carry out workshop housekeeping activities and ensure that work areas, machinery and tools are kept as clean and tidy as possible.
- Ensure that the required documentation is completed and distributed as required.
- 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
- Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

### Key Competencies

- Technical aptitude for the workshop duties required
- Good verbal and written communication 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
- Strong organisational skills, with ability to prioritise and follow-through

### Qualifications & Experience Required

- Motivated to balance formal study with work duties as an apprentice
- Current drivers' licence
- Knowledge of rail safety desirable

### Key Relationships

- PBR staff, volunteers and visitors
- 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. clasping, reaching</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**

- 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 Safe Policy and Child Safe 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.

Employee  
Name: \_\_\_\_\_  
Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By:	Peter Abbott	Date:	June 2021
Last Updated By:	Peter Essig	Date:	June 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!**