



Volunteer Role Description

About the Puffing Billy Railway Volunteering Experience

Puffing Billy Railway (PBR) offers a unique volunteering experience at this award winning tourist attraction. Each of our volunteer roles contribute directly to the smooth and safe running of PBR, with the passengers and visitors our number one focus.

ROLE TITLE	TRACK PATROLLER
BRANCH	INFRASTRUCTURE - WAY & WORKS
LOCATION	Entire Rail Corridor
WHO THE ROLE REPORTS TO	WAY & WORKS MANAGER or delegate
MINIMUM COMMITMENT	As Required
ROLE PURPOSE	A Track Patroller undertakes patrols and inspections of the track to ensure that the requirements of Puffing Billy's rail safety management system are met. The Patroller manages maintenance programs and repairs or arranges repair of the track as appropriate.
SKILLS & QUALITIES	<p>We are looking for volunteers who are:</p> <ul style="list-style-type: none"> • Ability to manipulate and control dials, switches, and gauges • Active listening skills • Maintaining and repairing equipment • Physical strength and agility • Troubleshooting and repair capabilities
KEY DUTIES	<ul style="list-style-type: none"> • Act as a representative of Puffing Billy Railway • Cutting ground to make way for railway track • Cutting metal for rails • Laying down rails and securing them in place • May sometimes include subway or tramway installation and maintenance as well • Performing maintenance on track and associated equipment as needed • Stamping earth to lay a solid foundation for track
PHYSICAL CONDITIONS	<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands. • Hand/arm movement i.e. stacking, reaching • Walking on uneven surfaces. • Sitting at workstation. • Responsibility for the safety of others

BENEFITS OF VOLUNTEERING AT PUFFING BILLY RAILWAY	<ul style="list-style-type: none"> • Being part of the volunteer team of an award-winning heritage railway tourist attraction • Volunteer recognition activities • Discounts on products, food and events • Free tea, coffee and hot chocolate when volunteering • Free parking • Regular news updates and social events • Opportunity for other volunteer roles subject to interest, availability and suitability
UNIFORM REQUIREMENTS	Long Sleeved Shirt, eye protection, long pants, steel capped boots, gloves, SunSmart items
TRAINING	Puffing Billy Railway will provide on the job training and a comprehensive induction program
LEADERSHIP?	Formal
ON SITE WITH POSSIBLE ACCESS TO CHILDREN?	Yes
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • Satisfactory and current Working with Children Check • PBR will conduct a National Police Check for our new volunteers • Category 2 rail safety health assessment which PBR will facilitate • Conflict of Interest Declaration • Participate in reaccreditation programs • Must hold PBR safeworking qualification

Volunteers are required to:

- Behave in ways that are consistent with the Code of Conduct issued during the onboarding process
- Agree to work in a manner that is safe for themselves, other volunteers and paid staff
- Divulge any pre-existing medical conditions, injury or illness or changes to their health
- Agree to undertake duties and the minimum service requirements as specified in this Volunteer Role Description

Puffing Billy Railway is an Equal Opportunity Employer of Staff and Volunteers and prohibits discrimination and harassment of any kind. PBR is committed to the principle of equal engagement opportunity for all employees and volunteers.

Puffing Billy Railway is also committed to promoting and protecting at all times the best interests of children and young people involved in its programs as visitors or passengers. PBR supports and respects all children, young people, staff and volunteers. We are committed to the continual development of inclusive practises.

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



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!