



Position description

Title:	Way and Works Manager
Branch/Department:	Infrastructure
Status:	Full Time
Location:	Belgrave
Reports to:	Group Manager Infrastructure Manager
Direct Reports:	Track Supervisor (Road Foreman); Signals and Telegraph Manager; Museum Superintendent; Volunteers (Track and Fire Patrol)
Hours/Days of Work:	7.30am to 3.30pm (30 minute meal break) Monday to Friday Weekend and public holiday work as required and negotiated – offset by Time in Lieu
Requirements:	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Minimum - completed a National Transport Commission Category 2 Health Assessment Medical

Job Purpose

This position is responsible for ensuring that the track, environment and rail infrastructure required for the operation of trains, is safe, compliant, available and functional.

Position Dimensions

Total annual budget under management \$ 2.2 Million approx. (in conjunction with the Group Manager Infrastructure)

Employees Directly Supervised = 3

Total Employees and volunteers within the Department and volunteers = approx. 30

Independent expenditure approval up to \$40,000 (Delegations of authority)

Key Duties & Responsibilities

- Ensure at all times the safety of the Way & Works Team, volunteers, contractors and consultants operating within the area of responsibility of the Way & Works Manager of the railway
- Establish, maintain, review and enhance compliance standards and maintenance requirements for all Way & Works operations on the Railway, including:
 - the railway formation,
 - track-work,
 - bridges,
 - civil works, and drainage
 - operational infrastructure including signals and safety systems and
 - environment, bushfire readiness.
- Manage all strategic and compliance requirements associated with the environment and the management of fire risk on all land owned or used by the Railway
- Conduct team and personnel management activities as per the HR policies and procedures for ETRB



- Interaction with stakeholders within and outside Puffing Billy Railway including Country Fire Authority (CFA), local councils, specialist contractors, technical experts and local private property owners
- Management of Track Patrol and Fire Patrol Trolley Services
- Liaise with local government authorities on all Way & Works matters on behalf of the organisation
- Create operating plans or work schedules that align with Branch Business Plans and Strategic plans
- Participate in the recruitment, training, mentoring, performance management and skill development of employees and volunteers
- Participate, motivate & share knowledge with other staff and volunteers in rail safety & OH&S requirements
- Develop and maintain rosters that reflect service delivery based on relevant data and information
- In conjunction with the Group Manager Infrastructure prepare and negotiate contracts
- Procure materials and supplies and receive deliveries into stock if required
- Prepare and submit budgets as required
- Refer, contribute to and maintain an asset data base
- Provide information and maintain compliance documentation on track and infrastructure related operations as required.
- Ensure the effective supervision, skills review and training of all Way & Works team members on the Railway
- Provide supervision of the Track Supervisors activities in respect of the maintenance of the Railway formation, track-work, bridges & grounds
- Ensure appropriate oversight and supervision of works programs including but not limited to corporate volunteers, school groups and work experience placements
- Prepare and maintain the Railway's Fire Prevention Plans.
- Liaise with external authorities and relevant technical specialists and rail and environmental matters

General

- Oversee and ensure that only registered volunteers are rostered and participating in activities at PBR
- Conduct staff meetings and briefings 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
- Maintain, in line with company values and demonstrate leadership in, behaviours to your team at all times
- 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 challenges and problem solving

- Meeting expected regulatory standards as per health and safety and rail safety legislation
- Recruitment and retention of skilled volunteers in a changing volunteering landscape
- Building capability within the team to ensure transfer of skills and knowledge and succession planning
- Responding to changing environmental conditions which impact on the maintenance and ability to deliver a safe rail corridor for operations

Key Competencies

- Solid 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
- High standard computer skills including Microsoft suite



- Knowledge of the Perway (Permanent Way – Rail) and Safeworking methods desired
- Financial literacy & ability to understand, interpret & produce financial reports & budgets
- Understanding of relevant workplace relations, legislation & practices

Qualifications & Experience Required

- Demonstrated operational experience working within a rail, heritage rail or transport infrastructure environment
- Demonstrated experience in leading and developing teams of people
- Current motor vehicle driver's licence (manual)
- Specialist Tools (ideal) – EWP, Chainsaw, Railway Trolleys, Rail Maintenance Vehicles
- Understanding of Puffing Billy's operational systems
- Working knowledge of Transport Safety Victoria (TSV) reporting protocols
- An understanding of Puffing Billy's history and current business desirable

Key Relationships

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

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:

- 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"> • Manual handling task (0 – 25kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting/standing at workstation

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:	November 2021
Last Updated By:	Bret Butler	Date:	November 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!