

## Position description

<b>Title:</b>	Way and Works Manager
<b>Branch/Department:</b>	Infrastructure
<b>Status:</b>	Full Time
<b>Location:</b>	Belgrave
<b>Reports to:</b>	Group Manager Infrastructure Manager
<b>Direct Reports:</b>	Track Supervisor (Road Foreman); Signals and Telegraph Manager; Museum Superintendent; Volunteers (Track and Fire Patrol)
<b>Hours/Days of Work:</b>	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
<b>Requirements:</b>	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
- 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"> <li>• Manual handling task (0 – 25kg)</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>• Walking on uneven surfaces</li> <li>• Sitting/standing at workstation</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:	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!**