



# SteamRanger Heritage Railway

## JOB and PERSON SPECIFICATION

**Job Title**                      **Manager Infrastructure**  
**Reports to**                      **Board of Management**

Prepared by                      ARHS Secretary                      May 2005  
Approved by                      ARHS Executive  
Last Revised

## DUTY and ACCOUNTABILITY STATEMENT

**Brief statement of the principal accountability and duties of the job:**

### GENERAL

- The Manager's prime duty is to provide the Infrastructure required in a timely manner to meet the operational requirements of the SHR as determined by the Board of Management.
- The manager shall, at the start of their term in office, produce a plan for the forthcoming calendar year. The plan shall be developed in consultation with the Executive to achieve the strategic objectives for the SHR. The plan will need to have goals and a works plan to achieve these goals. The plan will identify the resources required to achieve these goals. The plan will include a budget for the works proposed. This plan will then be presented to the BOM in October for discussion and ratification. The manager will then be responsible for execution of the plan.
- The Manager shall manage and be responsible for the various disciplines given below. Other than duties listed under General, each discipline will be in charge of a Foreman who is directly responsible to the Manager.
- Have a working understanding of and satisfy all relevant requirements of the Rail Safety Act AS4292
- Have a working understanding of and satisfy all relevant requirements of the AS 1742 part 7 1993
- Be accountable for;
  - OHS&W matters as relating to track, signals and telegraph, plant, level crossings, bridges, stations and platforms and all buildings
  - The maintenance and upkeep of machinery, equipment, plant and tools including housekeeping
- Responsible for the planning and coordinating of general day to day work for volunteers and paid staff
- Plan and coordinate, long term work and major projects utilising volunteers, outside organizations and paid staff
- Responsible for the procurement of Infrastructure and equipment, services, materials, parts, fuel, lubricants and consumables
- Responsible for the six monthly testing and recording of all Infrastructure fire extinguishers
- Represent the Infrastructure Department at all external Rail Safety and other Audits.
- Maintain and update as required:
  - Records for periodical servicing and maintenance of all Infrastructure equipment

- Track accreditation inspection records
  - Infrastructure worker crew medical and First Aid records
  - All First Aid boxes issued to the Infrastructure Manager
  - Training and competency records and issue Certificates of Competency
- Attend meetings and deliver monthly reports to the Board Of Management
  - Liaise with other Managers, other Authorities and other personnel as required
  - Plan and oversee all training requirements for Infrastructure workers
- Liaise with all relevant authorities in relation to inspections, accreditation and certifications for track, level crossings and bridges
- Carry out any other tasks as may be required from time to time by the Board of Management
  - Prepare the annual Infrastructure Report
  - Provide the Marketing department information on the availability and state of the Infrastructure of the SHR.

## **TRACK**

- Be accountable for:
  - The day-to-day diagnosis, modification and repair of Per way defects and problems.
  - All aspects of correcting defects, scheduled maintenance, inspection and overhaul of Per way systems, components and maintaining adequate operational spares
  - Developing with consultation a policy for vegetation management
  - Developing and implementing a regular effective weed, tree and bush control program
  - Developing and implementing regular maintenance routines
- Create, maintain, issue and amend as required:
  - Work Procedures (Per way) – WPPs – controlled documents to cover safety related procedures
  - Per way Bulletins (daily running instructions [i.e. Speed restrictions etc.] to Locomotive and Railcar crews via the Mechanical Services Manager

## **SIGNALS AND TELEGRAPH**

- Be accountable for:
  - The day-to-day diagnosis, modification and repair of level crossing signage, signalling and communications faults or defects.
  - All aspects of correcting faults and defects, scheduled maintenance and inspection of signal and communication installations and level crossing warning equipment and maintaining adequate operational spares
  - Developing and implementing regular maintenance routines
- Create, maintain, issue and amend as required:
  - Work Procedures (S&T)– WPSTs – controlled documents to cover safety related procedures

## **BRIDGES, BUILDINGS, STATIONS AND PLATFORMS**

- Plan and coordinate the day to day work required for volunteers and paid staff in the maintenance and upkeep of Stations, Depots, platforms, bridges, property (including land), plant and equipment
- Be accountable for:
  - Buildings both Station and Depot, platforms, property (including land), plant and equipment
- Maintain and update as required:
  - Records of inspections
  - All documentation for the inspection and maintenance of bridges

## **DEPOTS**

- Be accountable for:
- OHS&W matters relating to Depots.
- Security of Mt Barker Station and Depot and Goolwa Depot.
- Oversight of the maintenance and upkeep of Depot buildings, fencing and property,
- Oversight of fire safety systems testing, maintenance and repair
- Oversight of fire safety training for volunteers and paid staff (other than those in the Workshop)
- Maintenance of turntables and locomotive watering facilities
- The six monthly testing and recording of all fire extinguishers located in Depots
- Maintain and update as required
  - Records of safety equipment tests as required
  - Procurement of all safety equipment
  - All documentation as required in the testing of fire safety systems
- Responsible for the general appearance of Depot Buildings, fencing, property
- Represent the Depots at all external Rail Safety and other Audits.

## **DECISION MAKING**

**The Manager will be expected to;**

- Decide the priority of work
- Direct and assist volunteers and the Staff in scheduling of work.
- Set budgets and control financial expenditure
- Plan major works and modifications
- Refer plans for major works to the Board Of Management for ratification
- Will be, from time to time, required to solve problems and make decisions without established guidelines

## **QUALIFICATIONS**

### **ESSENTIAL**

- Safe working qualifications as required by SteamRanger
- A working knowledge of Track laying principles, Per way and plant maintenance
- A working knowledge of the operation and maintenance of track machinery
- A working knowledge of the operation and maintenance of level crossing equipment
- The ability to use analytical and problem solving skills
- The ability to plan, organise and coordinate work and training
- The ability to implement modifications to the Per way and associated equipment within established guidelines
- Leadership skills
- Sound oral and written communication skills
- Knowledge of the OHW&S act and the application of same to SteamRanger
- Knowledge of the requirements of AS4292 as required of SteamRanger
- Knowledge of general heavy mechanical work
- Knowledge of materials used in plant maintenance and repair
- Ability to work as a team member and actively contribute to team outputs

### **HIGHLY DESIRABLE**

- Formal qualifications in Civil Engineering
- Experience in major works, maintenance and Civil engineering.
- Computer skills in Word and Excel or similar applications
- Have own computer and connected to the Internet
- Safe working qualifications as required by SteamRanger
- Hold current Senior First Aid certificate

## **PERSONAL ATTRIBUTES**

- Be able to work in a team environment and work with a spirit of Co-operation.
- Have empathy for the differences in people and why they work as a volunteer.
- Be able to encourage and motivate others.
- Delegate to others.
- Have the patience to train and mentor workers
- To be able to gently, constructively but firmly correct where unacceptable behaviour has occurred
- Conduct all actions with integrity
- Appreciate and esteem others
- Be grateful for the commitment and work (how ever much that might be) of the people under you.
- Accept a commitment to the SteamRanger Heritage Railway whilst you hold this office.

The performance of these duties will at times extend beyond normal working hours and will require participation in a variety of tasks as applicable to the operation, servicing and maintenance of the Per way.