



# SteamRanger Heritage Railway

## JOB and PERSON SPECIFICATION

**Job Title**                      **Manager, Mechanical Services**  
**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 Locomotives, Rail Cars, and Rolling Stock in a timely manner to meet the operational requirements of the SHR as determined by Marketing department.
- 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.
- Plan and coordinate, with the assistance of the Locomotive and Rolling stock Committee, long term work and major overhauls utilising both volunteers and paid staff
- Have a working understanding of and satisfy all relevant requirements of the Rail Safety Act AS4292
- Attend meetings of the Mechanical Services (Locomotive and Rollingstock) Committee
- Be accountable for;
  - OHS&W matters as relating to Locomotives, Railcars, Rollingstock and Workshops
  - The maintenance and upkeep of machinery, equipment, plant and tools including housekeeping
- Prepare rosters for Locomotive and Railcar crews
- Maintain and update as required:
  - Pressure vessel inspection records
  - Pressure gauge and safety valve calibration records
  - Locomotive and Railcar crew training, medical and First Aid records
  - All First Aid boxes located on Locomotives and Railcars and in Workshops
  - Training and competency records and issue Certificates of Competency
- Liaise with all relevant authorities in relation to inspections, accreditation and certifications
- Attend meetings and deliver monthly reports to the Board Of Management
- Liaise with other Managers, other Authorities and other personnel including qualified air brake, electrical and welding personnel as required
- Prepare the Annual Mechanical Services Report
- Plan transfer of Locomotives, Railcars and Rollingstock as required to meet operational requirements
- Responsible for ensuring Locomotives, Railcars and Rollingstock are clean and well presented
- Carry out any other tasks as may be required from time to time by the Board of Management

### LOCOMOTIVES

- Direct the Locomotive Foreman in the planning and coordinating of general day to day work for volunteers and paid staff
- Be accountable for:
  - The day to day diagnosis, modification and repair of structural, mechanical and electrical defects involving steam Locomotives and diesel electric Locomotives
  - Overseeing the day to day safe and efficient operation of Locomotive boilers and their appliances
  - The day to day diagnosis of defects, maintenance, modifications to and repair of Locomotive boilers within the guidelines of the applicable Boiler Codes and Welding Codes
  - All aspects of correcting defects, scheduled maintenance, inspection and overhaul of air brake systems, components and maintaining adequate operational spares on Locomotives
  - Developing and implementing regular maintenance routines on Locomotives
  - Developing and implementing periodical and trip Checklists for Locomotives
- Create, maintain, issue and amend as required:
  - Work Procedures (Locomotive) – WPLs – controlled documents to cover safety related procedures
  - Locomotive Instructions – LIs – instructions to Locomotive personnel
  - Locomotive Bulletins (daily running instructions to Locomotive crews)
- Maintain and update as required:
  - Kilometre records for periodical servicing and maintenance of Locomotives
  - Locomotive accreditation inspection records
- Plan and oversee all training requirements for the provision of Locomotive Enginemmen, Firemen and Observers
- Responsible for the procurement of coal supplies, diesel fuel, chemicals, Locomotive sand, Locomotive parts, light up wood, lubricants and workshop consumables
- Represent the Locomotive Department at all external Rail Safety and other Audits.

## **RAILCARS**

- Direct the Railcar Foreman in the planning and coordinating of general day to day work for volunteers and paid staff
- Be accountable for:
  - The day-to-day diagnosis, modification and repair of structural, mechanical and electrical defects involving Railcars.
  - All aspects of correcting defects, scheduled maintenance, inspection and overhaul of air brake systems, components and maintaining adequate operational spares on Railcars
  - Developing and implementing regular maintenance routines on Railcars
  - Developing and implementing periodical and trip Checklists for Railcars
- Create, maintain, issue and amend as required:
  - Work Procedures (Railcar) – WPRCs – controlled documents to cover safety related procedures
  - Railcar Instructions – RCIs – instructions to Railcar personnel
  - Railcar Bulletins (daily running instructions to Railcar crews)
- Maintain and update as required:
  - Kilometre records for periodical servicing and maintenance of Railcars
  - Railcar accreditation inspection records
- Plan and oversee all training requirements for the provision of Railcar Drivers
- Responsible for the procurement of Railcar parts, fuel, lubricants and workshop consumables
- Represent the Railcar Department at all external Rail Safety and other Audits.

## **ROLLINGSTOCK**

Direct the Rollingstock Foreman in the planning and coordinating of the general day to day work for volunteers and paid staff

Be accountable for:

- The day to day diagnosis, modification and repair of structural, mechanical and electrical defects involving passenger and freight Rollingstock

- All aspects of correcting defects, scheduled maintenance, inspection and overhaul of air brake systems and components and maintaining adequate spares on all Rollingstock
  - Developing and implementing regular maintenance routines for all Rollingstock
  - Developing and implementing periodical and trip Checklists for all Rollingstock
  - Create, maintain, issue and amend as required:
    - Work Procedures (Rollingstock) – WPRSs – controlled documents to cover safety related procedures
    - Rollingstock Instructions – RSIs – instructions to Train crews
    - Rollingstock Bulletins as required (daily running instructions to Train crews)
- Maintain and update as required:
- Kilometre records for periodical servicing and maintenance of all Rollingstock
  - Rollingstock accreditation inspection records
  - Responsible for the procurement of supplies, paints, varnishes, specialist adhesives, fasteners coatings, lubricants and workshop consumables as required for Rollingstock
  - Represent the Rollingstock Department at all external Rail Safety and other Audits.

## **WORKSHOPS**

- Direct the Workshop Foremen at Mt Barker and Goolwa Workshops in the planning and coordinating of general day-to-day work required for volunteers and paid staff.
- Be accountable for:
  - OHS&W matters relating to housekeeping, machinery, equipment, plant and tools in the Workshops
  - Oversight of testing, maintenance and repair of Workshop tools, machinery, plant and safety systems.
  - Oversight of fire safety training for volunteers and paid staff in the workshops
  - Maintenance of Leyland truck
  - The six monthly testing and recording of all fire extinguishers located in Workshops
- Maintain and update as required:
  - Records of Workshop tools and safety equipment tests as required
  - Procurement of all safety equipment
  - All documentation as required in the testing of fire safety systems
  - Calibration of master pressure gauges and such other equipment
- Responsible for the general appearance of the workshop environment, plant and equipment
- Represent the Workshops at all external Rail Safety and other Audits.

## **PROVISION OF SERVICES TO OTHER DEPARTMENTS**

- ⑩Work with other managers or their delegates when they require the services of the Workshop or other facilities under the Mechanical Services Manager.
- ⑩Provide costing of proposed works and assist with the planning of it.
- ⑩If necessary, refer to BOM or the Executive for prioritisation of works.
- ⑩Provide costings of utilisation of Locos, Rail Cars and Rolling Stock to Marketing.

## **DECISION MAKING**

### **The Manager will be expected to;**

- Decide the priority of work
- Direct and assist volunteers and the Locomotive, Railcar, Rollingstock and Workshop Foremen in scheduling of work.
- Set budgets and control financial expenditure
- Plan major works and modifications in consultation with the Locomotive and Rollingstock Committee
- 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**

- A working knowledge of steam boiler operation and maintenance
- A working knowledge of steam and diesel electric Locomotives
- The ability to use analytical and problem solving skills
- The ability to plan, organise and coordinate work
- The ability to implement modifications to the Locomotives, Railcars and Rollingstock within established guidelines

A working knowledge of Railcar diesel engines, hydraulic and mechanical drives and maintenance

- A working knowledge of Locomotive, Railcar and Rollingstock operation and maintenance
- A working knowledge of Rollingstock operation and maintenance
- Knowledge of materials used in Locomotive, Railcar and Rollingstock maintenance and repair
- Knowledge of general heavy mechanical work
- Knowledge of workshop machinery, plant and tools
- Knowledge of materials used in Building maintenance and repair
- Leadership skills
- Sound oral and written communication skills
- Knowledge of the OHS&W Act and the application of same to SteamRanger
- Knowledge of the requirements of AS4292 as required of SteamRanger
- Ability to work as a team member and actively contribute to team outputs

### **Highly Desirable**

- Formal qualifications in Mechanical engineering
- Experience in the management of work shops
- Computer skills in Word and Excel or similar applications
- Have own computer and connected to the internet
- Hold a Workplace Basic Boiler Certificate and a Reciprocating Steam Engine Operator's Certificate
- 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 Locomotives, Railcars, Rollingstock and Workshops.