



# SteamRanger Tourist Railway

## JOB and PERSON SPECIFICATION

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

Prepared by                      ARHS Secretary                      Wednesday, 20 March 2002  
Approved by                      ARHS Council  
Last Revised

## DUTY and ACCOUNTABILITY STATEMENT

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

- Direct the Rollingstock Foreman in the planning and coordinating of general day to day work for volunteers and paid staff
- Attend meetings of the Locomotive and Rollingstock Committee
- Plan and coordinate, with the assistance of the Locomotive and Rollingstock Committee, long term work and major overhauls utilising volunteers, outside organisations and paid staff
- Accountable for:
  - the day to day diagnosis, modification and repair of 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
  - developing and implementing regular maintenance routines on locomotives
  - developing and implementing periodical and trip Checklists for locomotives
  - the maintenance and upkeep of machinery, equipment, plant and tools including housekeeping
  - OHS&W matters relating to Locomotives
- Prepare rosters for locomotive and railcar crews
- Create, maintain, issue and amend as required:
  - Work Procedures (loco) – WPLs – controlled documents to cover safety related procedures
  - Locomotive Instructions – LIs – instructions to Locomotive personnel
  - Loco 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
  - pressure vessel inspection records
  - pressure gauge and safety valve calibration records
  - locomotive crew training, medical and First Aid records
  - all First Aid boxes located on locomotives
  - training and competency records and issue Certificates of Competency
- Plan and oversee all training requirements for the provision of Locomotive Enginemen, Firemen and Observers
- Plan transfer of motive power as required to meet the requirements of the operating schedule.
- Have a working understanding of and satisfy all relevant requirements of the Rail Safety Act AS4292
- Liaise with all relevant authorities in relation to inspections, accreditation and certifications

## **DUTY and ACCOUNTABILITY STATEMENT continued**

- Responsible for the procurement of coal supplies, diesel fuel, chemicals, locomotive sand, locomotive parts, lightup wood, lubricants and workshop consumables
- Represent the Locomotive Department at all external Rail Safety and other Audits.
- Responsible for ensuring locomotives are clean and well presented
- Prepare the annual Locomotive Report
- Carry out any other tasks as may be required from time to time by the Board of Management

## **DECISION MAKING**

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

- Decide the priority of work
- Direct and assist volunteers and the Rollingstock Foreman 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
- Attend monthly 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
- 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 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 locomotive maintenance and repair
- Ability to work as a team member and actively contribute to team outputs

### **HIGHLY DESIRABLE**

- 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**

- Been a member of the SteamRanger Maintenance team in a practical manner for a period of at least three years
- Have had experience in the conduct of meetings and preparation of minutes thereof
- Be prepared to work on a frequent basis for SteamRanger in any aspect of locomotive maintenance as required

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.