

Position Description



Position Title	Officer in Charge
Position No	00016134
Delegation Level	006
Job Designation	Officer In Charge
Organisational Unit	Gulflander - Normanton Regional Operations
Work Centre	Normanton
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 1 High Level SCW
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	OS5 .1 - OS5 .3
Pay Scale Type	Cust Serv Tourist G3
Reports to Position	Operation Coordinator Cairns

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Ensure the operation of the Normanton to Croydon tourist rail service (which is isolated from other rail operations) is carried out in an efficient and effective manner to satisfy customer, rollingstock, station operation and infrastructure needs.

Position Responsibilities

1. Ensure the rail service is maintained by providing a multi-skilled service including but not limited to:-
 - Driving the Normanton to Croydon 'Gulflander' rail services on scheduled and excursion runs;
 - Servicing the Railmotor and ensuring rollingstock is maintained in a safe and clean operating condition;
 - Ensuring the proper upkeep, maintenance, repair and servicing of all station facilities and equipment;
 - Liaising with Infrastructure Services Group regarding the maintenance and repair of the Normanton to Croydon track infrastructure.
2. Interact with existing and potential customers and tourist operators to identify and develop new business.
3. Cultivate a customer first culture of quality service within the 'Gulflander' operation.
4. Enhance QR's image through the maintenance of relationships within the local community.
5. Provide supervision and guidance to staff particularly in the areas of rostering, communication, Workplace Health and Safety, development and training to ensure standards and legislative requirements (Equal Employment Opportunities (EEO), Anti-Discrimination, Code of Conduct etc) are established and maintained.
6. Ensure station is operated in an efficient and effective manner

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in accordance with QR regulations, standards, policies, procedures, Safety, Environmental and other legislative requirements.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of skill in all aspects of Railmotor and rollingstock maintenance and repair.
2. High customer service skills.
3. Substantial communication skills.
4. Substantial station operation skills.
5. Substantial supervision and personnel management skills.
6. Sound knowledge of Workplace Health and Safety, Safety Management System, Anti-Discrimination Act, EEO, Environmental Act, and QR policies and standards.
7. Knowledge of and willingness to commit to and work within QR's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

The applicant must possess a current Engineering Tradesperson (Mechanical) or equivalent qualification.

20300281 Nat Drv Lic C (Qld A < 09.04.96)

40009328 G_Mechanical Maintainer II Qualified

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.