

# Position Description



Position Title	<b>Team Leader</b>
Position No	00058575
Delegation Level	009
Job Designation	Team Leader
Organisational Unit	Production Team - South SEQ Assets
Work Centre	Redbank
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Leader
Shiftworker	Yes 7 Day Worker
Classification (Range)	CI2 .4 - CI3 .1
Pay Scale Type	Network Maintenance
Reports to Position	Track Production Coordinator (South)

## 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

Supervise the day to day operations of the smaller workgroups within the Applicable Teams as directed by the Track Maintenance Supervisor.

## Position Responsibilities

1. Ensure all aspects of works are carried out in an efficient and safe manner in accordance with all relevant manuals and track standards.
2. Supervise the day to day operations of delegated workgroups to ensure total compliance to Queensland Rail's policies/rules and safe working procedures, independently or as a team.
3. Ensure regular servicing, minor and preventative maintenance of all plant and equipment is performed to the technical level of competence to ensure maximum equipment availability.
4. Liaise with the Structures Maintenance Supervisor constantly regarding output to maintain flexibility and continuous updating of daily program requirements.
5. Assist tradespeople in allocating mechanical maintenance support of machines as requested.
6. Undertake administrative and recording duties to ensure correct information is forwarded to applicable administrators on time.
7. Supervise the workgroup independently as required.

## 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;
- Work outdoors in and around track equipment;
- Operate in an autonomous manner with broad direction being given from immediate manager;
- Be available for call-outs outside normal working hours;

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- Be available for emergency response;
- Supervise the operations during working hours as per the Enterprise Agreement;
- Attend training as directed and monitor the training requirements of the workgroup;
- Co-ordinate the operations of the delegated workgroup.

## **What is the key selection criteria**

1. Substantial level of resource management skills including supervision of track maintenance/construction activities and work planning.
2. Substantial leadership, people management and negotiation skills.
3. Substantial knowledge of track maintenance and construction activities, systems and processes as applicable to the position.
4. Sound knowledge of Queensland Rail's Safety and Environmental Management Systems including principles associated with loss control.
5. Sound level of problem solving, analytical and quality improvement skills.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **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:**

Head and Face protection  
Face shield (Lift up shield)  
Eye Protection  
Hearing Protection  
Hand Protection  
High Visibility Clothing  
Safety Footwear  
Sunscreen SPF 15+

## **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.