

# Position Description



|                          |                                            |
|--------------------------|--------------------------------------------|
| Position Title           | <b>Rollingstock Presentation Attendant</b> |
| Position No              | 00006258                                   |
| Delegation Level         | 006                                        |
| Job Designation          | CRM Presentation Attendant (QRP)           |
| Organisational Unit      | CRM Presentation Team 4                    |
|                          | SEQ Operations                             |
| Work Centre              | Mayne                                      |
| Position Type            | Permanent                                  |
| Rail Safety Worker       | Yes                                        |
| Medical Fitness Standard | NHS Cat 3 ATTP                             |
| Performance Plan Type    | Team Member - CEMP                         |
| Shiftworker              | Yes                                        |
| Classification (Range)   | ET1 .1 - ET1 .4                            |
| Pay Scale Type           | RStock Maintenance                         |
| Reports to Position      | Presentation Supervisor                    |

## 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

Clean and provision City Network Rollingstock Maintenance and Maintenance Facilities and equipment to standards determined by the Manager Maintenance and Cleaning and City Network customers and ensure that graffiti on rollingstock is promptly removed.

## Position Responsibilities

1. Work independently or in a team environment with other staff to achieve long and short-term goals to maintain the cleanliness of City Network Rollingstock equipment and facilities efficiently and effectively.
2. Perform internal and external cleaning (inclusive of graffiti removal) and presentation duties as directed and by the supervisor in accordance to the competency matrix.
3. Use instructions and Material Safety Data Sheets for all cleaning products.
4. Communicate to staff and supervisors in person, by telephone and radio efficiently and effectively, fill out logbooks, check sheets and timecards in a legible manner.
5. Provide customer service by following Quality Standards, Work Instructions and procedures to ensure thorough and timely cleaning of trains.
6. Ensure that all work practices are carried out in accordance with Queensland Rail Environmental Management System and undertake all duties in a safe manner in accordance with the Workplace Health and Safety Act and Queensland Rail's Safety Management System and standards.

## Additional Factors

The appointee will be required to :-

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- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- Work shifts as required;
- Work overtime when required;
- Attend further training as directed;
- Work outside normal hours;
- Work in any location of City Network Rollingstock Maintenance as Cleaner.

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

1. Substantial skill in working co-operatively and productively in a team environment.
2. Substantial knowledge of cleaning techniques, product application and safe usage.
3. Sound written, oral and interpersonal communication skills.
4. Sound knowledge of Quality initiatives, Workplace Health and Safety and Environmental Management.
5. 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:**

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.