

Position Description



Position Title	Track Maintenance Supervisor
Position No	00014861
Delegation Level	006
Job Designation	Track Mtce Supervisor Lvl 2
Organisational Unit	Normanton Track Team
	Regional Assets
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)	CI3 .2 - CI3 .4
Pay Scale Type	Network Maintenance
Reports to Position	Asset Mtce Coord (Tlands)

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

To effectively manage the allocation and deployment of resources including personnel, vehicles, equipment and inventory to deliver safe, cost effective and timely track maintenance on behalf of Network.

To conduct or arrange road patrols and other track monitoring activities as required to ensure the short term safety of train operations on the corridor.

Position Responsibilities

1. Ensure road patrols and other track monitoring activities are conducted as required to meet Queensland Rail standards and to ensure the short term safety of train operations on the corridor. Produce prioritised defect lists in accordance with technical standards and corridor maintenance targets.
2. Provide effective and efficient management of the workgroup's resources and activities to meet defined work programmes and support the achievement of track availability and condition targets. Conduct audits of completed work, arrange emergency response and, impose, modify, remove, review and report on speed restrictions as required.
3. Prepare and coordinate daily, weekly and monthly work programmes to ensure a high level of track asset availability in a cost efficient and timely manner, including planning for the on-time availability of labour, material and plant resources.
4. Manage training, development, performance, succession planning and the Civil Infrastructure Competency System for staff reporting directly to the position to ensure the labour resource is suitably skilled to effectively and efficiently support delivery of the required services.
5. Support achievement of safety and environmental performance targets

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by actively promoting safe behaviour, implementing strategies to minimise the risk of injury or loss and ensuring compliance with policies, standards and legislative requirements.

6. Manage allocated inventory, plant, equipment, motor vehicles, buildings, depots and camps in accordance with policies, standards and regulations to effectively and efficiently meet work requirements.
7. Provide accurate, timely and up to date information, both electronic and hard copy, to support the production of management reports such as track condition reports, speed restriction reports and activity costing reports and efficiently retrieve data as necessary to effectively perform the duties of the position.
8. Assist with budget monitoring and accurate cost capture. Manage costs for labour, inventory, consumables, plant, equipment and other assets to achieve delivery of the right service at minimum cost.

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;
- Camp out as required;
- Travel intrastate as required;
- Operate in a semi-autonomous and self motivated manner within broad guidelines being given by the Supervisor Track Operations;
- Undertake further supervisory/management/technical training as required;
- Be available for call outs outside of normal working hours and to be available for emergency response;
- Arrange and carry out track inspections and audits as required.

What is the key selection criteria

1. Substantial knowledge of track construction, maintenance and inspection standards, systems, processes and associated costs.
2. Substantial level of skills in prioritising, planning, programming and resource management of track maintenance activities.
3. Substantial leadership, communication, people management and negotiation skills.
4. Sound level of skill in the implementation of Queensland Rail's Safety and Environmental Safety Systems including effective use of loss control techniques.
5. Sound level of skill in the management of assets allocated to the position including inventory, plant, equipment, motor vehicles and building assets.
6. Sound level of skill in supporting management systems and budget monitoring and cost capture/control techniques.
7. 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.

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Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

QR Electrification Safety Booklet

QR Weekly Notice

Your Health (Newsletter)

C.E.O.'s Safety Statement

C.E.O.'s General Safety Rules

Please Note:

Queensland Rail has a random alcohol and other drug testing program.

Testing can occur anywhere, at any time, on any day.