

Position Description



Position Title	Senior Tilt Train Presentation Attendant
Position No	00072877
Delegation Level	006
Job Designation	Snr Tilt Train Pres Attndt (QRP)
Organisational Unit	Depot Co-ordination - Bundaberg Regional Operations
Work Centre	Bundaberg
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 4 Other (No Medical Required)
Performance Plan Type	Team Member - CEMP
Shiftworker	No
Classification (Range)	OS2 .4 - OS2 .4
Pay Scale Type	Cust Serv Off Train
Reports to Position	Operation Coordinator Wide Bay

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

Work as part of the presentation team while co-ordinating the day to day operations, identifying and implementing improvement processes and co-ordinating the employees, equipment and materials necessary to achieve a cost effective, high quality cleaning, presentation and minor maintenance service for the Electric Tilt Train and other passenger units as required.

Position Responsibilities

1. Co-ordinate, plan and oversee all presentation and minor maintenance work including the provision of the necessary spare parts, the rostering of staff to match the workload and the application of Human Resource policies relating to part-time and/or casual staff, employee management system and recruitment and selection as required.
2. Contribute to safety, reliability and availability of the Tilt Train through performance of minor maintenance in accordance with the relevant procedures and instructions.
3. Represent the Unit in any communications with management, Rollingstock Defect Co-ordinators, Operational Performance Engineer, customers and other technical employees and report the outcomes of such communications back to the other unit members.
4. Provide a high quality of presentation and cleaning of the Tilt Train and other passenger trains as required while observing all relevant safety and environmental requirements.
5. Provide monthly reports on overtime and budget expenditure.
6. Ensure accurate data input (which will include time keeping/hours and maintenance issues) to SAP and/or other computer systems.
7. Perform all other associated duties and functions necessary for the efficient operation of the depot.
8. Work in a co-operative relationship with all other employees while

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carrying out your duties.

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. Substantial skill in working co-operatively and productively with other employees involved in cleaning, minor maintenance or similar activities.
2. Substantial skills in planning and co-ordination to lead a work team so that it can function efficiently, on time and to budget.
3. Substantial manual dexterity and co-ordination skills.
4. Sound level of literacy and numeracy skills.
5. Sound skills in interpersonal communication and customer service.
6. Sound skills in the application of Quality Improvements, Workplace Health and Safety and Environmental Management.
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.

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.