

# Position Description



Position Title	<b>Track Maintenance Supervisor Level 2</b>
Position No	00014890
Delegation Level	006
Job Designation	Track Mtce Supervisor Lvl 2
Organisational Unit	Chinchilla Track Team Supply Chain South
Work Centre	Chinchilla
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 1 High Level SCW
Performance Plan Type	Lead Others
Base Hours (Fortnight)	76.00
Shiftworker	No
Classification (Range)	C13 .2 - C13 .4
Pay Scale Type	Network Maintenance
Reports to Position	Asset Maintenance Manager Coal

## QUEENSLAND RAIL VALUES:

1 Queensland Rail - Be One, Proud and Focused  
Treat each other with Respect - Be Open, Honest and Supportive  
Enjoy what we do - Be Positive, Involved and Enthusiastic  
Act Safely - Be Aware, Prepared and Accountable  
Make a difference - Be Innovative, Adaptable and Resourceful

## 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.

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5. Support achievement of safety and environmental performance targets 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

## Pre-employment Qualifications:

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

20300281 Nat Drv Lic C (Qld A < 09.04.96)

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## **Mandatory Qualifications (If not already held, I will gain these when in position)**

- 40007588 All Aboard
- 40008076 Implement Fatigue Management Strategies
- 30000908 Safely Access the Rail Corridor (QNRP)
- 40001627 Building Emergency Procedures
- 40010410 Safety Comes First Always Workshop
- 40009729 Delivering a Pre-Start Briefing Network
- 40008655 NHS Cat 1 High Level SCW
- 40011559 G\_Cert III Rail Infrastructure - Track
- 40009807 G\_Working Safely in the Construction Ind

## **Enterprise Qualifications (If not already held, I will gain these when in position)**

- 40009601 Code of Conduct Refresher

## **Work Group Qualifications (If not already held, I will gain these when in position)**

- 40010132 CWICoTVM Qualified
- 30000920 Clipping Points (QNRP)
- 30000912 Communications (QNRP)
- 30000918 Infield Protection (QNRP)
- 30000910 Lookout Working (QNRP)
- 30000960 PO2 TOA (QNRP) Monitor 12mth
- 30000962 PO2 TWA (QNRP) Monitor 12mth
- 30000958 Protection Off 1 (QNRP) Monitor 12mth
- 30000941 Protection Officer 1 (QNRP)
- 30000942 Protection Officer 2 TOA (QNRP)
- 30000943 Protection Officer 2 TWA (QNRP)
- 30000914 Railway Track Signals (QNRP)
- 30000922 Temporary Speed Restrictions (QNRP)
- 40003802 Provide CPR 12 Mths
- 40003803 Provide First Aid
- 40010063 Rural Fire Awareness
- 20300290 Nat Drv Lic HR (Qld C,D or DV <9.4.96)
- 40010539 Qld Rail Road Patrol - 12 mth monitor
- 40010189 Road Patrol Qualified
- 09911919 RIICCM202D Identify locate and protect
- 09912361 RIIRTM203D Work as a Safety Observer/Sp
- 09912316 TLIB2097 Install & maintain guard rails
- 09912315 TLIS2035 Install & repair fences & gates
- 09911842 TLIB2001 Check and assess operational ca
- 09911855 TLIB3102 Adjust rail
- 09911897 TLIC2059 Propel and operate light on-tra
- 09911739 TLIC3045 Operate road/rail vehicle
- 09911791 TLIK2010 Use infotechnology devices in t
- 09911916 TLIS3041 Construct timber or composite
- 09911928 TLIS3045 Install turnouts
- 09911875 TLIW3027 Operate minor track equipment
- 40011513 G\_Load/Unload Goods/Cargo
- 40011514 G\_Load/Unload Plant
- 40011537 G\_Secure Cargo
- 40011509 G\_Tip Truck Operations
- 40010951 G\_Working Safely at Heights

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843

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located in the Safety and Environment Management System.

**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.