

Position Description



Position Title	Yard Coordinator Mayne Complex
Position No	00021882
Delegation Level	005
Job Designation	RMC&O Yard Co-ord Mayne Complex
Organisational Unit	SEQ Yards SEQ Operations
Work Centre	Mayne
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 2 SCW
Performance Plan Type	Team Member - PPR
Shiftworker	Yes
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Manager SEQ Yards

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

Manage the operation and train movement activities within the Mayne Rail Complex, Electric Stabling Out Depots and Remote Controlled Signalling Stabling Areas to safely and efficiently maximise the utilisation of Rollingstock.

Position Responsibilities

1. Control all train movements and operational aspects safely within the confines of Mayne Rail Complex.
2. Ensure that employees and Contractors entering all SEQ Rail Yards comply with all rules and procedures including the issuing of Safeworking forms.
3. Manage the allocation of electric units to meet the business and operational requirements including Electric Stabling out depots and NGR RCS Stabling Areas to ensure the allocation of Rollingstock to meet on time performance.
4. Maintain a safeworking environment of the Mayne complex in conjunction with other business groups including overseeing accident/incident reporting, monitoring security movements and managing emergencies and act as Chief Warden within the Mayne Rail Complex.
5. Manage the RCS Stabling sites to ensure a safe environment for Queensland Rail employees and contractors is maintained by receiving and rectifying yard issues and overseeing accident/incident reporting.
6. Advise the Train Control Supervisor of the availability of units in a timely manner to enable operational requirements to be met.
7. Manage the use of rail operating systems to ensure the efficient and safe operation of Rollingstock in line with Queensland Rail operational requirements and safe working systems.

Position Description



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;
- Attend further training as required;
- Work outside normal working hours;
- Operate in an autonomous manner within policy guidelines by exercising initiative and independent judgement.

What is the key selection criteria

1. High level of skill controlling train movements and yard activities to achieve customer service and business objectives.
2. High level of rollingstock planning, analytical and problem solving skills.
3. High level of communication, interpersonal, influencing and customer relationship skills.
4. High Level of safeworking knowledge to ensure the protection of workers and Rollingstock within SEQ Rail Yards.
5. High level of skill in providing quality customer service to internal and external customers.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

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

- 40007588 Wunya Induction
- 30000912 Communications (QNRP)
- 40008076 Implement Fatigue Management Strategies
- 40010400 Officer in Charge-Yards and Siding
- 30000908 Safely Access the Rail Corridor (QNRP)
- 40006426 Apply Fatigue Management Strategies
- 40001627 Building Emergency Procedures
- 40003802 Provide CPR 12 Mths
- 40003803 Provide First Aid
- 40008876 Working in the Electrified Territory
- 40008656 NHS Cat 2 SCW

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

- 40009601 Code of Conduct Refresher
- 40013480 Fraud Awareness Induction
- 40012863 Mayne Rail Complex Induction
- 09911729 TLIE2007 Use communications systems
- 09911730 TLIF2006 Apply accident-emergency proced
- 09911731 TLIF2010 Apply fatigue management strate
- 09911732 TLIF2080 Safely access the rail corridor
- 09911745 TLIF3058 Apply safeworking rules and reg
- 09911920 TLIF3089 Implement fatigue management

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

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.