

POSITION DESCRIPTION

Title:	Fitter Machinist
Group/Branch:	Workshops
Status:	Full Time
Location:	Belgrave, Emerald and other locations across the Puffing Billy rail corridor
Reports to:	Workshops Manager
Direct Reports:	Nil
Hours/Days of Work:	75hrs per fortnight
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and period checks as per policy Completed Category 3 Health Assessment (Medical)

Job Purpose

The Fitter Machinist performs maintenance, heavy mechanical overhaul, component restoration, and machining on steam and diesel locomotives, and rolling stock. Operating within the locomotive and carriage workshops, the role encompasses detailed inspections, mechanical disassembly, bench fitting, machining and the repair of steam and pneumatic systems.

Key Duties & Responsibilities

- **Execute heavy mechanical maintenance:** Perform overhaul, repair, and troubleshooting on steam/diesel locomotives, rolling stock, and workshop plant in accordance with approved maintenance schedules, practice cards, procedures and instructions.
- **Operate workshop machinery:** Operate manual lathes, milling machines, and specialized tools, in line with competency requirements.
- **Assist in the diagnosis of mechanical systems:** Inspect, disassemble, and rebuild brake, pneumatic, steam, and fluid power sub-assemblies.
- **Engineering Compliance & Technical Integrity.** Maintain adherence maintenance manuals, technical drawings and approved maintenance/work instructions. Provide input into the development, review and implementation of official maintenance instructions, and other documentation as required.
- **Maintain rigorous safety standards:** Adhere to PBR Health and Safety guidelines, reporting all near misses or hazards immediately.
- **Manage workshop assets diligently:** Minimise material waste and report any equipment damage to prevent production downtime.
- **Uphold housekeeping protocols:** Conduct regular cleanups to keep work zones, machinery, and tools in a safe, tidy condition.
- **Complete operational documentation:** Record all maintenance data, compliance checklists, and job reports accurately.
- **Train and mentor others:** Assist with on-the-job skill development for apprentices.
- **Uphold workplace values:** Foster a professional, respectful, harassment-free, and child-safe operational environment.



- **Engage in continuous development:** Participate actively in team meetings, performance reviews, and technical training programs.
- **Other tasks:**
 - Maintain a Child Safe environment including reporting responsibilities and procedures (note: this role may have direct contact with children)
 - Will actively participate in continuous improvement – learning and development programs and performance management programs
 - Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures
 - Other tasks and duties as required

Key Competencies

- **Mechanical and Machining Aptitude:** Proficiency in heavy mechanical diagnostics, mechanical fitting, and manual machine operation.
- **Technical Communication:** Strong verbal and written skills for interpreting blueprints, logging maintenance data, and team coordination.
- **Collaborative Teamwork:** Proven capability to work cooperatively, lead by example, and respect diverse staff and volunteer teams.
- **Adaptive Problem Solving:** Flexibility to handle multi-task environments and troubleshoot complex mechanical issues under operational pressure.
- **Autonomous Execution:** Ability to work independently and complete tasks safely with minimal supervision.
- **Workflow Organisation:** Strong skills in prioritising work orders, managing workshop time, and executing tasks to completion.

Qualifications & Experience Required

- Accredited trade Certificate III Engineering (Fitting/Machining)
- Current drivers' licence
- Heavy fitting experience desirable
- Knowledge of rail safety desirable

Key Relationships

- PBR staff, volunteers, and visitors.

Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position:

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
- Manual handling task (0 – 20kg) - Gripping, holding, clasping with fingers/hands. - Hand arm movements ie clasping and reaching	- Walking on uneven surfaces - Use of chemicals and solvents - Exposure to hot surfaces, dust, heat and fumes - Exposure to noise in the workshop environment - Responsibility for the safety of others

Additional Notes

- Flexibility with regard to availability and responsiveness is required, to support the Executive and Board
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safety and Wellbeing Policy and Child Safe and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants may be subject to unannounced drug and alcohol testing.

Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name		Employee Signature		Date	
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Approved By:	Group Manager Operations	Date:	July 2026
Last Updated By:	Workshops Manager	Date:	July 2026



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!