

POSITION DESCRIPTION

Title:	Workshops Leading Hand
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) Satisfactory National Criminal History Check and period checks as per policy Completed Category 3 Health Assessment (Medical)

Job Purpose

The Workshops Leading Hand provides frontline supervision and technical direction within the locomotive and carriage workshops. This role ensures that maintenance, heavy mechanical overhauls, component restoration, and machining tasks on steam and diesel locomotives and rolling stock are completed safely, efficiently, and to engineering standards.

The role remains hands-on while coordinating daily workflows, supervising team performance, ensuring compliance with the Railway Safety Management System, and fostering a culture of safety and continuous improvement.

Key Duties & Responsibilities

Work Planning and Execution.

- **Coordinate daily tasks:** Assign tasks to Workshops trades and apprentices based on the production schedule and maintenance priorities.
- **Supervise workflow:** Monitor job progress on the workshop floor to ensure tasks are completed within specified timeframes standards.
- **Provide technical guidance:** Act as the primary escalation point for complex mechanical troubleshooting, bench fitting queries, and machining setups.
- **Foster culture:** Model and enforce a professional, respectful, harassment-free, and child-safe operational environment.

Engineering Compliance & Technical Integrity

- **Enforce standards:** Ensure all mechanical overhauls, repairs, maintenance and machining works strictly comply with the Railway's Safety Management System (SMS), maintenance manuals, technical drawings and approved maintenance/work instructions.
- **Quality assurance:** Maintain accurate records of works performed, undertake compliance and quality checks, inspect and sign off on completed work orders to ensure asset integrity and operational safety. Co-ordinate re-works where required, fostering a continuous improvement culture within the workshops team.

- **Documentation and reporting:** Provide input into the development, review and implementation of official maintenance instructions, and other documentation as required

Hands-on Heavy Mechanical & Machining Work

- **Execute complex tasks:** Perform high-level heavy mechanical maintenance, component overhauls, and diagnostics on steam/diesel locomotives and rolling stock.
- **Advanced machining:** Operate manual lathes, milling machines, and specialized tools for intricate components, maintaining verified personal competency.
- **Sub-assembly rebuilds:** Oversee and execute the rebuilding of air brake, steam, and fluid power sub-assemblies.

Asset & Workshop Resource Management

- **Resource allocation:** Monitor material usage to minimise waste and ensure tooling, consumables, and parts are available for scheduled tasks.
- **Plant maintenance:** Oversee the operational readiness of workshop plant, machinery, and tools; coordinate equipment repairs to prevent production downtime.
- **Lead in housekeeping activities.** Ensuring work zones, machinery, and tools are clean, tidy & functional.

Training, Development & Mentorship

- **Apprentice development:** Supervise on-the-job skill development, training, and competency logbook completions for apprentices.
- **Competency verification:** Assist management in evaluating the skill levels and machinery competencies of staff.
- **Team development:** Lead tool-box meetings and participate actively in performance reviews and technical training programs.

Other tasks:

- Perform other supervision or technical duties as requested by management.
- 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

- **Workflow Organisation:** Strong skills in prioritising work orders, managing workshop time, and executing tasks to completion.
- **Mechanical and Machining Aptitude:** Proficiency in heavy mechanical diagnostics, mechanical fitting, and manual machine operation.
- **Technical Communication:** Ability to read and interpret complex technical drawings. Strong verbal, written and digital communication skills. Proficient in the use of Microsoft Office Suite and Computerised Maintenance Management Systems.
- **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:** High level of self-motivation to safely execute and supervise scheduled maintenance tasks.

Qualifications & Experience Required

- Minimum accredited trade Certificate III in Engineering (Mechanical Trade / Fitting and Machining) or equivalent.
- WorkSafe Hi-Risk Licences, standard boiler operation (BS), advanced boiler operation (BA) required. Forklift truck operation license (LF) desirable
- Demonstrated post-trade experience in a heavy engineering/maintenance, heavy transport, or rollingstock workshop environment.
- Prior experience in a supervisory, leading hand, or senior trade capacity.

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!