

POSITION DETAILS

POSITION TITLE	Infrastructure Worker Resurfacing
DIRECTORATE	Maintenance
DIVISION	Major Works
REPORTS TO	Work Group Leader
POSITION NUMBER	Various
CLASSIFICATION	AVP1.1 to AVP 3.2
HEALTH ASSESSMENT CATEGORY	Category 1

PRIMARY PURPOSE

- Complete work required in the inspection, maintenance and repair of track, structures, drainage and Right of Way as assigned by Work Group Leader/Team Leader Resurfacing.

ORGANISATIONAL ENVIRONMENT

Sydney Trains has c10000 staff and was established in July 2013. Its vision is to Keep Sydney Moving by putting the customer at the centre of everything it does and delivering safe, reliable and clean rail services to the people of Sydney. The organisation is focused on providing sustainable, efficient and cost effective services.

Sydney Trains has a 'make it happen' culture where each individual accepts both a personal and shared responsibility for being innovative, for making a difference and for developing organisational capability. Joining Sydney Trains presents an exciting opportunity to shape the future of rail services in Sydney and make a genuine difference for the people of NSW by providing the rail system they deserve

Major Works Division

Major Works Division is responsible for delivering maintenance and renewal of existing infrastructure assets across Infrastructure, Signals and Electrical, and Operational Technology as well as enabling and supporting Transport infrastructure investments in the rail network.

The vision for Major Works Division is to become the deliverer of choice for rail infrastructure modernisation projects in Sydney Trains. To achieve this it is focussed on delivering projects at competitive costs, timeframes, quality and safety standards

KEY ACCOUNTABILITIES

- Assist in the inspection, maintenance and repair of Track, Right of Way & Structures.
- Observe and apply all relevant rules, regulations and instructions including attendance policies and instructions, rostered hours, wearing protective clothing and footwear, all safety and safe working notices or instructions.
- Complete work assigned by the Work Group Leader/Team Leader Resurfacing.
- Confirm to all rules in the Sydney Trains Code of conduct including Drugs, Alcohol and Fatigue guidelines.
- Perform flagging/look-out duties as required.
- Implement policies, instructions and relevant statutory requirements in connection with EEO, Occupational Health and Safety and environment protection.

KEY RELATIONSHIPS

INTERNAL – across/within Sydney Trains

MAIN CONTACT and PURPOSE

- Team Leader and Work Group Leader – receive regular work instructions and briefings, receive safety briefings prior to starting work on site
- Civil Engineers – work alongside engineers on site to deliver a job when they are needed on site
- Team Managers – contact when they are supervising the infrastructure team instead of the Work Group Leader
- Protection Officers – receive instructions when working in the rail corridor
- Service Managers
- Support Staff – e.g. Technical Officer, Administration staff – contact in dealing with administration issues for jobs or individual staff
- Other Discipline Team Leaders – contact if other disciplines are working on site
- Logistic staff – contact could involve organising supplies or machinery for a job and their delivery Site Managers??

EXTERNAL – outside of Sydney Trains

MAIN CONTACT and PURPOSE

- Contractor companies – contact when delivering materials or equipment
- Individual contractors – in contact and working with contractors on site

DECISION MAKING

The position is accountable for implementation of operational objectives and priorities as assigned by the Work Group Leader/Team Leader/Team Manager:

Collaborative decision making requirements of the position includes:

- Incident management
- Risk management
- Safety, environment and quality planning

Construction management Collaborative decision making requirements of the position include:

- Risk Management
- Work/job planning

CHALLENGES

- Support Work Group Leader Resurfacing in delivering jobs on time and on budget
- Ensuring all works are completed in a safe work environment no matter the location or the urgency of work objectives

POSITION IMPACT

DIRECT REPORTS:	Nil
BUDGET (CapEx/Salary):	Nil

SELECTION CRITERIA

(include any required Licences or accreditation required by the position)

Desirable:

- Experience in a Civil Maintenance or construction background.
- Possesses skills in plant operation, welding, truck drivers, worksite protection and inspection.
- Experience in the use of correct work methods
- Experience in maintenance activities and tasks for civil equipment used in the network.
- Demonstrate ability to undertake heavy manual work.

Desirable qualifications:

- WHAO1 Hand signalling Certificate
- Plate laying Papers 1-16 (PL01)
- PO02 – Protection Officer Class 2
- Holder of Current Motor Vehicle Drivers licence

PERFORMANCE STANDARDS

Dimension	Performance Level
SAFETY	<ul style="list-style-type: none"> Safety goals achieved through personal commitment, no harm to self or others and participation in safety initiatives Hazard and incident elimination approached proactively Safety and management systems utilised for self and peers Safety procedures and practices applied
CUSTOMER	<ul style="list-style-type: none"> Agreed methods and measures followed and ensure reliable results for customers Customer expectations and service standards in the areas of timeliness, information, passenger safety and cleanliness understood and delivered within agreed timeframes Customer feedback used to influence process improvements Positive customer experience achieved through teamwork and high quality individual performance.
FINANCIAL	<ul style="list-style-type: none"> Cost savings achieved through effective use of resources Targets, due dates and quality standards met within budget Process improvements achieved through ongoing measurement and quality assurance Comply with financial systems and processes Priudent purchasing activities resulting in doing more with less
PEOPLE	<ul style="list-style-type: none"> Being an active team player, demonstrating respect for others and integrity Proactively maintain collaborative working relationships with peers and manager to deliver results Effective stakeholder management, building positive relationships and using them to communicate issues and results Ensure clear, current, measureable goals and objectives Celebrate high performance from individuals and team successes

BEHAVIOURS

Critical behaviours	Behaviour Statement
LEADERSHIP	<ul style="list-style-type: none"> Ask for feedback about your team and identify and spread the word about successes across businesses Compliment good performance and provide guidance to improve on poor performance Share personal stories about what makes you proud to work here and your passion for the Railway
ACCOUNTABILITY	<ul style="list-style-type: none"> Consider the bigger picture. Align your decision-making with the overall organisation objectives, which you regularly communicate to your team Understand the significance, rationale and context for the work you are undertaking Be proactive and access the information you need to make the right decisions in a timely manner, taking a solution-based approach and calculated risks
TEAMWORK	<ul style="list-style-type: none"> Treat others fairly and equitably and communicate effectively, providing honest and constructive feedback engaging in both the positive and difficult conversations Attend regular team briefings to collect feedback and brainstorm ideas relating to your work and others in your team
SAFETY	<ul style="list-style-type: none"> Follow all required safety procedures and practices, ensure your safety qualifications, training and equipment are all up to date Look out for the safety of others in your workplace, making sure they are following the required procedures Regularly share with your team lessons learned and opportunities for safety improvement
CUSTOMER FOCUS	<ul style="list-style-type: none"> Listens to customers, taking the initiative to reach out to customers, anticipate their needs and offer to help Actively seeks ways to meet customers needs and improve services Committed to delivering high quality outcomes for customers