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# **SYDNEY TRAMWAY MUSEUM**

**POSITION DESCRIPTION FOR OFFICER IN CHARGE**

**MAY 2019JANUARY 2020**

**SYDNEY TRAMWAY MUSEUM**

# Document Control Record

## 1. Document Details:

**Name:** Position Description for Officer In Charge

**Number** STM 6060

**Version Number:** [1.67](#)

**Document Status:**  Working Draft

Approved for Issue

Archived

**Next Scheduled Review Date:** .....

## 2. Version History:

Version Number	Date	Reason/Comments
1.0	28/11/2006	Initial draft
1.1	08/01/2008	Improved the definition of some of the responsibilities
1.2	27/01/2008	Another Responsibility added.
1.3	11/10/2008	Added and amended comments.
1.4	31/03/2016	Amended Distribution List format
1.5	14/02/2018	Add item for OIC to check when there is a High Fire Danger
1.6	23/05/2019	Added "check S&T tokens before starting any journey.
<a href="#">1.7</a>	<a href="#">23/01/2020</a>	<a href="#">Add OIC to supervise all Traffic in Tramway Avenue</a>

**Approved by** ..... **Signature & Date** .....

## 3. Distribution List

Position	Date	Location of Documents
Rail Safety Manager		Original held on GOOGLE secure Website
STM WEB SITE		Updated regularly and put onto the STM Web site.
STM Office		STM Office Computer
STM Office		STM Office cupboard

# SYDNEY TRAMWAY MUSEUM

## Position Description

Position title

Business Unit

**Officer In Charge (OIC)**

**Traffic Department**

### General

Applies to those members who are approved by the Board to act as Officer in Charge.  
Person must be able to read, write, and communicate clearly in English

### Main Responsibilities of the position

The main responsibilities and duties of this position are:

- To supervise the operations of the tramway traffic by ensuring tram crews have the correct Staff & Ticket tokens before starting each journey;
- To supervise the collection of fares from a position which is visible;
- To allocate the traffic staff duties and ensuring that they have the correct qualifications;
- To allocate the tramcars to be in service subject to the Operations Manager's instructions;
- On HIGH FIRE DANGER days, check with the Operations Manager regarding operating trams into the RNP and also monitor for fires in the RNP during the day-see STM6138;
- To ensure that drivers and conductors have the correct equipment, change reserve, first-aid box and mobile phone;
- To arrange for all notices and information boards to be properly located at the start of the day and to arrange for them to be securely stowed at the end of the day;
- Ensure that the Yard gate is kept shut at all times.
- [To manage the traffic on Tramway Avenue to ensure the safety of visitors and staff;](#)
- To ensure that the amount of cash held by each conductor is minimised;
- To try to ascertain any unusual or special tramcar loading likely to be expected during the day and to arrange suitable trams and trips;
- To ensure, as far as practicable, that trams arrive and depart at the scheduled times;
- To open the site at the start of operations, monitor the site during operations and secure the site at the close of operations;
- To carry out the Museum's procedures in the event of any incident or accident;
- To inform the Rail Safety Manager and/or a Director in the event of an emergency and to manage the scene until the arrival of emergency services;
- To check that all drivers have completed their inspection sheets; and
- To prepare the necessary paperwork at the end of the day's operation including checking all floats before placing them in the safe.

### Qualifications and Experience

Members or Friends:

- Who have reached the age of 21 and may hold a certificate of competency as a tram driver issued by the Museum;
- Who are in good general health to maintain vigilance in conducting the activities required of them and who have passed the required health assessments; and
- Who have completed the requisite training & evaluation process for appointment to the position?

**APPROVED**

.....  
NAME

DATE

SIGNATURE