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# **SYDNEY TRAMWAY MUSEUM**

## **POSITION DESCRIPTION FOR OPERATIONS MANAGER**

~~FEBRUARY 2018~~ MAY 2020

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SYDNEY TRAMWAY MUSEUM

# Document Control Record

## 1. Document Details:

Position Description for Operations  
**Name:** Manager

**Number** STM 6072  
**Version Number:** 1.67

**Document Status:**  Working Draft  
 Approved for Issue  
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**Next Scheduled Review Date:** .....

## 2. Version History:

Version Number	Date	Reason/Comments
1.0	28/02/2007	Initial draft
1.1	18/10/2008	Changed the title of Technical Services Manager to Tramcar Maintenance/Workshop Manager
1.2	05/02/2013	Amend the Responsibilities
1.3	1/02/2016	Amended Distribution List and fixed format issue.
1.4	31/03/2016	Amended Distribution List format and document number
1.5	7/08/2017	Amended the responsibilities
1.6	14/02/2018	Amended the responsibilities for annual tramcar mileage review, and reviewing the fire danger
1.7	18/05/2020	

**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

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## POSITION DESCRIPTION

Position title	Business Unit
Operations Manager	Traffic Department

### **General**

The Operations Manager of STM has the responsibility and authority to ensure all appropriate rail safety standards and procedures, with regard to operations, are used and adhered to by all STM staff.

### **Main Responsibilities of the position**

The main responsibilities and duties of this position are:

- the Safety of the Public shall be the first and most important duty;
- Day to day management of tram operations.
- Fleet management.
- Compliance with relevant SMS provisions and related standards and procedures.
- Communicates and liaise with the Rail Safety Manager, Infrastructure Manager, Tramcar Maintenance/Workshop Manager, Traffic Manager, Officers-in-charge, Roster Clerk and Traffic staff.

### **Detailed Responsibilities of the position**

The main responsibilities and duties of this position are:

- a) The Operations Manager will ensure that the Induction Officer has satisfactorily inducted all new members:
- b) The Operations Manager ensures that communications and warning equipment are tested monthly and first aid kits are serviced on a regular basis, and that emergency signs are in place and maintained ready for emergencies. (*STM6034*)
- c) The keep the following lists up to date on the TOOLS cupboard:
  - i. List of Accredited trams;
  - ii. Crewing Requirements of the various trams;
  - iii. Tram Stabling List (showing the location of trams in the running shed); and
  - iv. Allocation of tramcars.
- d) The Operations Manager to review the annual mileage of operational tramcars and to notify the Workshop Manager when the tramcar inspections are due. The annual mileage is obtained from the Annual Report to ONRSR prepared by the Rail Safety Manager.
- e) The Operations Manager must produce a yearly list of tramcars and their inspection dates for the Workshop Manager.
- f) The Operations Manager is responsible for monitoring security alert levels and determining what action should be taken in the event of an increased security alert level. (*STM6020*) & (*STM6034*) In the event of an increase in the security alert level, the Operations Manager shall determine with consultation with the Board what action is to be taken by STM in accordance with the nature and severity of the security threat. (*STM6034*)
- g) The Operations Manager is responsible for the implementation and maintenance of security arrangements under the Security Plan. (*STM6042*)
- h) In the event of an emergency the Operations Manager shall arrange for the investigation and reporting of the incident as required by the Rail Safety Act or the Occupational Health and Safety Act. (*STM6034*)
- i) Under the emergency response procedure for the STM, the OIC and the Operations Manager are responsible for preserving any evidence related to an emergency. This could involve preserving relevant records, rolling stock and plant and securing the site where the emergency took place. (*STM6042*)
- j) The Operations Manager is responsible for the safe storage, testing and maintenance of all mobile telephones. Telephones are tested and their batteries recharged before being issued. (*STM6042*)

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## Detailed Responsibilities of the position - continued

- k) The Operations Manager, together with other members of the Training & Assessment Committee arranges the training and assessment of the Traffic staff and keeps the paper records (forms, exam papers etc.) of trainees.
- l) On HIGH FIRE DANGER days if it is a Traffic operating day, the Operations Manager will monitor the weather forecast and the RNP and RFS web sites to determine if operating into the RNP is possible – see STM6138.

## Qualifications and Experience

Members:

- Who have reached the age of 21;
- Good physical and psychological health in order to maintain vigilance when observing operations on the tram line;
- Good hearing and speech to communicate by various means;
- Good knowledge of the operations at the Sydney Tramway Museum;
- Who have an understanding of the principles and operations of the Museum's Safety Management System; and
- Preferably someone who has been on Traffic operations at least to the level of a Driver.

**APPROVED**

.....  
NAME

DATE

SIGNATURE