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# **SYDNEY TRAMWAY MUSEUM**

## **POSITION DESCRIPTION FOR OPERATIONS MANAGER**

~~OCTOBER 2008~~ FEBRUARY 2013



# SYDNEY TRAMWAY MUSEUM

## **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:
  - ~~All staff, members, contractors and visitors working on site must undergo a general safety induction at commencement and after any prolonged absence;~~
  - ~~The general safety induction will include a briefing on the information provided in sections 6.1 and 6.2; and~~
  - ~~In addition to a general safety induction, staff and members working on site must be familiar with the STM Emergency / Evacuation Procedure.~~
  - ~~When a new staff member joins the work force or traffic staff, he/she is given the General Safety Induction (STM6017) and Orientation Program (STM 6018) documents by the Rail Safety Manager or the Operations Manager. The General Safety Induction is discussed with the new staff member to ensure that he/she understands the safety rules, etc. (STM6042)~~
- b) The Operations Manager ensures that communications and warning equipment are tested monthly and ensures that all fire extinguishers 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 Operations Manager ensures all fire extinguishers are currently in date.
- d) 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)
- e) The Operations Manager is responsible for the implementation and maintenance of security arrangements under the Security Plan. (STM6042)

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- f) 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)*
- g) 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)*
- h) 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)*
- i) ~~The Operations Manager conducts regular safeworking compliance inspections within the Museum and takes necessary corrective action where rail safety requirements have not been observed. *(STM6042)*~~
- j) ~~The Operations Manager keeps records of all instances where rail safety requirements have not been observed and major incidents reported to Board meetings along with any corrective actions. *(STM6042)*~~
- k) The Operations Manager, together with other members of the Training & Assessment Committee arranges the training and assessment of the Traffic staff.

### **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**

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NAME

DATE

SIGNATURE