



POSITION DESCRIPTION

POSITION TITLE:	Track Engineer
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POSITION AUTHORISATION:

INCUMBENT:	New Appointment (Signature) (Date)
PREPARED BY:	Chris Hoare (Manager – Mulgrave Mill) (Signature) (Date)
APPROVED BY:	Executive Name (Executive Position) (Signature) (Date)

POSITION DEMOGRAPHICS:

Business Group/Division	Mulgrave Mill
Reports Directly to:	Manager – Mulgrave Mill
Reports Indirectly to:	
Subordinates:	Work Execution Superintendent – Cane Rail – Mulgrave Mill
Team membership:	Mulgrave Mill Management Team, Cane Railways Audit Project Team
Work Site:	MSF Sugar Cane Railway networks
Job Status:	Permanent - Full time
Qualifications / Experience:	<ul style="list-style-type: none"> Degree qualification in Civil or Mechanical Engineering Experience in Asset Management or rail related maintenance field Thorough understanding of WHS practices Extensive experience in leading operational infrastructure improvement projects Experience leading a diverse team of professionals and semi-skilled workers in a complex business environment

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POSITION PURPOSE:

The Track Engineer is responsible for developing and implementing works programs across the Mulgrave cane railway network and providing direct leadership to the Mulgrave Cane Rail Maintenance team. This position is also responsible for the negotiation with both internal and external customers and contractors when developing and implementing capital and maintenance programs for the Mulgrave cane railway network.

The Track Engineer will also monitor and manage incident reports, risk assessments, work permits, safety audits and plant checklists and ensure that line supervisors are also complying with these requirements.

AUTHORITY TO ACT

In accordance with the company Delegations of Authority policy.

KEY RELATIONSHIPS (Internal & External)

Key internal relationships will be with:

- Project Manager and project steering committee
- Cane Supply Manager – Mulgrave & South Johnstone
- Mill Managers – Mulgrave & South Johnstone
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Externally the Track Engineer would regularly liaise with:

- Property owners
- Contractors
- Local council
- Queensland Rail
- Engineers
- Architects

And the general public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternative.

KEY RESULT AREAS

Areas	Elements
Safety & Environment	Environmental issues well managed and all employees given awareness. Teams working to safe systems of work. Ensure all Safety policies and procedures are followed including: <ul style="list-style-type: none"> • Safety audits • Safe working environment • Incident reporting an investigation

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Areas	Elements
Controllable Costs	Budgets are set and operated within
Strategy	Develops and implements an audit tool for measuring and planning opportunities for cane railways which delivers an improvement in overall cane transport performance.
Compliance	Develops upgrade and improvements proposals for cane transport project implementation which deliver beneficial outcomes while ensuring compliance with all relevant regulations, legislation and organisational policy.
Governance	Activities are conducted, and work processes implemented, in a manner which supports MSF Sugar's corporate governance model.
Risk Management	All risks are identified, assessed and mitigated, accepted or transferred using executive-endorsed strategies.
HR/ People	Direct reports are lead and managed in accordance with HR processes and policies.
Project Management	<p>Project is effectively scoped, managed and executed in accordance with agreed plans and timeframes:</p> <ul style="list-style-type: none"> • Overall performance / time targets are met. • Progress reports and communication is regular and concise and contain financial budget vs actual information.

SKILL REQUIREMENT

Skill Category	Skills
Enabling Skills	<ul style="list-style-type: none"> • Civil Engineering technical knowledge. • High level of technology based data capture and reporting capabilities. • Proficient in design and visualisation software such as AutoCAD, Civil 3D or similar. • Proficiency in site layout, grading, utility design, erosion control, regulatory approvals etc. • Project management and supervision skills. • Demonstrated initiative and creativity to be able to anticipate and solve design issues within cane railway network infrastructure, including bridges, culverts, road and rail crossings. • Knowledge of relevant engineering codes, standards and practices. • Skilled in studying and interpreting architectural drawings and specifications. <p>Strong communication skills, along with the ability to work autonomously and collaboratively within a team.</p>
Essential Skills	<ul style="list-style-type: none"> • Research skills • Keyboard skills • Microsoft Office Applications • Writing skills • Decision making • Reliability

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	<ul style="list-style-type: none"> • Communicates clearly, professionally and confident in written and oral forms to both internal and external personnel at all levels • Unquestionable commitment to: <ul style="list-style-type: none"> - Confidentiality and professionalism - Targets and systems - Achieving corporate objectives and vision
Desirable Skills	<ul style="list-style-type: none"> • Strategic thinking • Tactical skills • Advanced report writing • Negotiation skills • Team Leadership • Investigation skills • Performance monitoring • Long, medium and short term planning • Achieving consensus • Self-organised • Conflict resolution • Motivational • Administration

GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of the Mill and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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