

# THE TRAMWAY MUSEUM SOCIETY

## JOB DESCRIPTION

JOB TITLE: Engineering Manager

LOCATION: The National Tramway Museum, Crich, Derbyshire (NTM)

REPORTS TO: General Manager

### PRINCIPAL PURPOSE:

1. To lead, control and direct the engineering function of the Museum.
2. To be the Person with responsibility for ensuring all regulatory requirements relating to the operation of Tramcars and all aspects of the engineering function are adhered to, with particular reference to safety critical activities carried out in accordance with the Railway and other Guided transport systems (safety) regulations (ROGS) 2006.

### SCOPE OF WORK:

1. To lead, control and direct the Museum's engineering workforce, employed, volunteer and externally contracted. The engineering function includes permanent way, overhead line, all electrical supplies including DC supplies for the tramway, rolling stock, building maintenance, gas, sewerage and drainage.
2. Develop sound working relationships with funding bodies, contractors and suppliers.
3. Review and develop the organization structure of the department to work towards optimum efficiency and productivity. This to include developing role and responsibility statements for all persons who undertake work within the engineering function and ensuring that regular and documented briefing systems are in place.
4. Support the development of the Museum's volunteer workforce.
5. Develop appropriate training schemes for the engineering workforce including succession planning for key roles.
6. Ensure that the engineering workforce is trained and assessed as competent to carry out the tasks that they are authorized to undertake.
7. Ensure that the risks to health and safety for all persons and property that are affected by the activities of the engineering function are as low as reasonably practical (ALARP) by applying risk assessments and developing safe systems of work. This includes any effects on members/employees not part of the engineering function, contractors, visitors, general public, and people living in neighbouring properties.
8. Continually review and develop the Museum's safety management system (SMS) with particular regard to the engineering function. Instigate a periodic audit cycle to ensure compliance.

THE TRAMWAY MUSEUM SOCIETY

JOB DESCRIPTION

9. Ensure there are adequate fire safety systems and equipment in place, also intruder and other security devices including CCTV throughout the Museum. This to include an operational internal telephone/radio system.
10. Liaise with local emergency services and relevant enforcing agencies.
11. Ensure the efficiency and effectiveness of the janitorial provision.
12. Undertake any other reasonable tasks as required flexibly and with due consideration to the requirements of the business.

BUDGETARY RESPONSIBILITIES

1. Develop and manage the engineering function budget with the Financial Controller and the General Manager and seek approval from the Finance Committee for expenditure if required.
2. Ensure that funds are allocated and provided to ensure that health and safety standards are applied, maintained, and are utilised effectively to reduce the risk from hazards to as low as reasonably practical (ALARP).
3. Engage with Project Management procedures to ensure that capital schemes are delivered on time and to budget.

Direct Reports:

Tramway Engineering Supervisor  
Infrastructure and Facilities Supervisor  
Project Manager(s)  
Technical Support Group  
.

RELATIONSHIPS:

INTERNAL: All other TMS Personnel

EXTERNAL:

General public including visitors to the Museum.  
Contractors  
Emergency Services  
Enforcing Agencies  
Local Authorities and Utility Companies  
Neighbours

Job Holder:

Signed: .....

Date: .....

THE TRAMWAY MUSEUM SOCIETY

JOB DESCRIPTION

Manager

Signed: .....

Date