

KEIGHLEY AND WORTH VALLEY RAILWAY – LOCOMOTIVE DEPARTMENT JOB DESCRIPTION

JOB TITLE: Locomotive Engineering Foreman

HOURS: 40 per week Mon-Fri, one Saturday per month.

BASE: Haworth MPD

REPORTS TO: Business and Operations Manager

KEY RELATIONSHIPS: Locomotive Department Chair
Locomotive Superintendent
Engineering Director

About the Company

The Keighley and Worth Valley Railway Preservation Society has been running heritage steam and diesel trains for over 50 years. The charity's aim is to preserve, maintain and operate the Keighley and Worth Valley Railway as a working museum of railway history for the education and enjoyment of present and future generations. The charity's wholly-owned subsidiary, the Keighley and Worth Valley Light Railway Limited, is the organisation's operating and commercial company.

Alongside our 700 volunteers, the Railway's operating company, the Keighley and Worth Valley Light Railway Limited, employs a team of paid staff to ensure consistent and high quality delivery of our services and events.

Job Summary

The Locomotive Engineering Foreman is responsible for the safe, efficient, and historically sympathetic maintenance, repair, and overhaul of the Railway's locomotive fleet. This role provides day-to-day leadership within the locomotive engineering department, ensuring compliance with statutory requirements, supporting volunteers and staff, and delivering reliable motive power for operations. The post-holder will be required to organise and prioritise jobs and projects, liaising with the Board, Directors, paid staff, volunteers, and contractors as appropriate.

Core Skills:

- Good organisational and strategic thinking skills
- Good communication skills
- A good understanding of locomotive engineering and steam fitting
- Leadership skills
- Ideally experience with machining
- Ideally experience with fabrication and welding
- Good IT skills and the ability to do some administration

In pursuing these duties, the post-holder will ensure compliance with the KWVR Code of Conduct, Safeguarding Policy, Environmental Policy, Health & Safety Policy, Safety Management System (SMS), and ORR and HSE guidance.

Key Responsibilities

1. Engineering and Maintenance

- 1.1. Plan, manage, and oversee the maintenance, repair, overhaul, and restoration of steam and/or diesel locomotives in accordance with heritage railway standards and best practice.
- 1.2. Ensure all locomotives are maintained to meet operational, safety, and regulatory requirements (e.g. boiler regulations, pressure systems, lifting equipment).
- 1.3. Diagnose mechanical, electrical, and boiler-related faults and determine appropriate corrective actions.
- 1.4. Maintain engineering records, maintenance logs, and certification documentation accurately and in a timely manner, in accordance with the Railway's practices.
- 1.5. Ensure work is carried out using historically appropriate methods where practicable, while maintaining modern safety standards.
- 1.6. To coordinate and monitor the maintenance of workshop and plant equipment, including flange lubricators.
- 1.7. To qualify in, and undertake the duties of, an Examining Fitter (Steam) role.
- 1.8. Ensure equipment is used, stored and maintained in adherence with relevant policies and ensure own competencies to use equipment within the Locomotive Department are maintained.

2. Leadership and Supervision

- 2.1 Provide day-to-day supervision and technical leadership to paid staff and volunteers within the locomotive department, supporting wider operations through additional duties as required.
- 2.2 To provide line management to engineering staff as required by departmental chairman.
- 2.3 Allocate work, set priorities, and monitor progress to meet operational deadlines.
- 2.4 Mentor, train, and develop staff and volunteers, encouraging skills transfer and best practice.
- 2.5 Foster a positive, inclusive, and safety-focused workshop culture.
- 2.6 To maintain good communication with the Locomotive Department Chairman and Locomotive Superintendent to identify workload requirements and to undertake such work in close collaboration with the volunteer workforce, this may include attendance at meetings either online or in person outside of normal working hours.
- 2.7 To work collaboratively within the team and with other departments across the organisation and understand and demonstrate the principles of team and partnership working within the Railway and across partner organisations.
- 2.8 Contribute to the development of the Locomotive Department.

- 2.9 Liaise with the Operations Team about planned servicing and maintenance of locomotives and allocation of locomotives to meet diagrammed requirements.
- 2.10 Undertake operating duties as and when required, in accordance with competence, for example: Yard Foreman's duties when no Yard Foreman is rostered.
- 2.11 Be prepared to work flexibly in terms of time and workload to meet department needs.

3 Safety, Compliance and Standards

- 3.1 Actively promote and enforce safe working practices within the workshop and yard environment.
- 3.2 Ensure compliance with all relevant legislation, standards, and internal safety management systems.
- 3.3 Participate in risk assessments, method statements, and incident investigations as required.
- 3.4 Liaise with the KWVR's appointed person responsible for pressure systems, external inspectors, boiler examiners, and regulatory bodies as necessary.

4 Planning and Resource Management

- 4.1 Assist with long-term overhaul planning and fleet availability forecasting as part of the locomotive department's 10-year planning strategy.
- 4.2 Manage department and workshop resources, tools, materials, and consumables efficiently.
- 4.3 Support budget planning and cost control for locomotive engineering activities.
- 4.4 Identify opportunities to improve reliability, efficiency, and sustainability.
- 4.5 To order consumables, engineering components, repair / replacement of tools in accordance with Locomotive Department delegated authorities.

5 Collaboration and Communication

- 5.1 Work closely with operations, Carriage and Wagon, infrastructure, and management teams to support the Railway's operating timetable and special events.
- 5.2 Provide clear technical advice to senior management and trustees when required.
- 5.3 Represent the engineering department professionally to visitors, supporters, and external partners.

6 Manual Handling

Manoeuvre **light and heavy** goods and equipment, in accordance with manual handling regulations and good practice.

7 Equal Opportunities

Carry out your duties in line with KWVR equality policies and procedures, including relevant legislation, to deliver and promote equality of opportunity at work at all times.

This job description is not exhaustive and the post holder may be required to undertake other reasonable duties as required for the successful performance of the role.

This job description is a reflection of the current position and may change in emphasis or detail in light of departmental and Railway developments. It will be reviewed annually as part of the appraisal/performance development review process.

PERSON SPECIFICATION

Essential

- Significant practical experience in locomotive, heavy engineering, or mechanical maintenance (steam and/or diesel preferred).
- Proven experience of leading or supervising a workshop team.
- Strong understanding of engineering safety practices and risk management.
- Ability to work effectively with volunteers of varying skill levels.
- Good organisational and communication skills.
- Commitment to the values and aims of heritage railways.

Desirable

- Experience specifically within a heritage railway or museum environment.
- Knowledge of steam locomotive boilers and pressure systems.
- Formal engineering qualifications or relevant trade apprenticeship.
- Experience with maintenance planning and record-keeping systems.
- Understanding of heritage conservation principles.

Additional Information

- This role includes working one Saturday per month plus occasional weekend or evening work to support operations and special events.
- The position may involve working in workshop, yard, and outdoor environments, in varying weather conditions.
- A medical assessment and/or safety-critical competence assessment may be required.