



Job Description Form

Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title

Overhead Supervisor

Level

5

Position Number

34797, 34840, 34841
(Operational)

Division/Directorate

Network & Infrastructure

Branch/Section

Electrical Engineering

Effective Date

September 2016

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Overhead Catenary Superintendent, Level 6

Subordinates: Various – Linespersons x 33

Key role of this position

Ensures the operational performance of all Overhead Line Equipment (OLE) is safe, reliable, and cost effective and that all maintenance, repairs and associated works are completed to the Public Transport Authority's relevant standards and customer requirements.

Core duties and responsibilities

Leadership

- Provides leadership direction, guidance, technical expertise and support in the maintenance and repair of the OLE to meet all the Public Transport Authority's (PTA) requirements and standards.
- Contributes to the strategic direction, planning and performance ensuring team members have clarity and understanding of expectations and standards.
- Monitors team performance against KPIs, action plans and other measures, taking necessary action to continuously improve performance.

Supervision

- Supervises staff in the maintenance, servicing and repair of the OLE assets ensuring they are completed in accordance with the PTA's standards and procedures.
- Monitors and assesses staff competence and identifies training requirements to ensure repairs and maintenance activities of OLE are carried out safely, effectively and in accordance with best practice.
- Assists in the investigation and reporting all OLE incidents and prepares technical reports on maintenance and repair activities to ensure maximum effectiveness of the systems.
- Inspects all relevant site records and documents to ensure they are accurately managed in accordance with the legislative and obligatory requirements.

- Monitors the quality and quantity of all work undertaken by contract or internal resources ensuring it is completed as planned, and provides recommendations where appropriate.
- Assists in the inspection and assessment of claims by contractors and provides informed recommendations.

Continuous Improvement

- Monitors processes and work practices; recommending changes with a view to improving the systems and introduce best practice.
- Assists with evaluation and assessment of the suitability of new technologies, as required, relevant to the improvement of OLE performance.

Administration

- Assists in the procurement, monitoring and accounting for the Section's inventory to ensure sufficient levels of stock are available for OLE maintenance tasks.
- Checks timesheets for accuracy in working hours and budget allocations for approval by management.

Compliance

- Ensures all work performance and access requirements for internal and external workers are fully complied in accordance with the PTA's safety standards, operational procedures and corporate policies.

Training & Development

- In consultation with the Workplace Trainer and Assessor, identifies appropriate training and development programs to ensure that the Linespersons are competent to carry out their maintenance activities.

Customer Liaison

- Liaises with the functional and operational areas within the PTA and relevant government agencies, as required, to achieve optimum train service operations.

Essential Work Related Requirements

1. Job Specific

- Possession of Certificate III in ESI – Power Systems - Rail Traction and extensive experience and demonstrated knowledge in maintenance and construction of OLE for 25kV AC Electrified railway.
- Demonstrated experience in management and application of 25kV AC OLE maintenance and construction techniques.
- Substantial experience and demonstrated knowledge of restoration of de-wirement in 25kV AC Urban electrified railway.
- Good experience and understanding of the capabilities of major tools and machineries required for maintenance and construction of 25kV AC OLE in an electrified railway environment.

2. Leadership and Management

- Demonstrated skills and experience in supervising and developing teams and individuals, to deliver organisational requirements within a rail safety environment.

3. Communication and Interpersonal

- Well-developed written, verbal and interpersonal communication skills including excellent negotiation skills and customer service skills.

4. Conceptual, Analytical and Problem Solving

- Demonstrated abilities to take control and resolve problems in emergency situations.

5. Computer Literacy

- Demonstrated ability to competently use PC based diagnostic tools and software packages.

Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Possession of a current Western Australian 'C' class driver's license or equivalent.
- Ability to work shift work and/or weekend work as required to a 24 hour 7 day roster, including call outs.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the special requirement within an agreed period of time after appointment.
 - Protection Officer Level 3 (PO3) Track Access Accreditation
 - TLIC 3045A
 - RRV Safeworking accreditation
 - Senior First Aid
 - Nominated Person A and B
 - Frontline Management Training
 - Electrification Safety and Awareness
 - OS&H training for supervisors.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date

