



Job Description Form

Our Purpose

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

Position Title

Perway Supervisor

Level

5

Position Number

34816, 34817, 34818
(Operational)

Division/Directorate

Network & Infrastructure

Branch/Section

Track & Structures

Effective Date

January 2019

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Perway Superintendent, Level 6

Subordinates: Various – Perway Patrollers, Reserve Maintainers, Track Inspectors

Key role of this position

Ensures the operational performance of all Permanent Way & Railway Reserve assets is safe, reliable, and cost effective and that all Permanent Way maintenance repairs, plans, develops, delivers and reviews technical training and assessments and associated works are completed to the Public Transport Authority's (PTA) 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 Permanent Way & Railway Reserve to meet all the PTA's requirements and standards.
- Contributes to the strategic direction, planning and performance ensuring team members have clarity and understanding 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 Permanent Way & Railway Reserve assets ensuring they are completed in accordance with PTA standards and procedures
- Monitors and assesses staff competence and identifies training requirements to ensure repairs and maintenance activities of Permanent Way & Railway Reserve are carried out safely, effectively and in accordance with Code of Practice.
- Assists in the investigation and reporting all Permanent Way & Railway Reserve incidents and prepares technical reports on maintenance and repair activities to ensure maximum effectiveness of the systems.

- Reviews all relevant Permanent Way & Railway Reserve 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 are completed as planned and provide recommendations where appropriate.
- Assists in the inspection and assessment of claims by contractors and provide informed recommendations.

Technical Analysis and Continuous Improvement

- Analyses diagnostic and other data to:
 - Assess current condition of assets.
 - Identify, classify and prioritise asset defects/problems.
 - Evaluate asset maintenance needs and priorities.
 - Facilitate maintenance planning.
- 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 Permanent Way & Railway Reserve systems performance.

Administration

- Checks Timesheets for accuracy in working hours and budget allocations for approval by management.
- Develop Rail Safety Management Plans to support scheduled works programs and contribute to, and review plans developed by other members of the team, including medium and long term programs.

Compliance

- Ensures all work performance and access requirements for internal and external workers are fully complied in accordance with Public Transport Authority's Code of Practises, safety standards, operational procedures and corporate policies.

Customer Liaison

- Liaises with the functional and operational areas within the PTA and relevant government agencies, as required, to achieve optimum train service operations.
- Liaises with the general public on inquiries relevant to the performance of the PTA's Permanent Way & Railway Reserve systems.

Training and Development

- Plans and delivers training and/or coordinates the delivery of training programs for Branch and associated staff on the Rail Safety requirements.
- Develops and implements training programs, plans and strategies in conjunction with the RTO for the Branch.
- Monitors and assesses staff competence in the field, where necessary take immediate action to remedy incorrect application of work outputs.

Essential Work Related Requirements

1. Job Specific

- Possession of Certificate III in Rail Infrastructure and significant field experience in maintaining and constructing railway Permanent Way & Railway Reserve systems including Turnout Construction & Installation and insulation defects.
- Ability to interpret and apply technical standards, codes of practice and other procedural documentation.
- Good understanding of Railway Safety legislation and experience in managing/ supervising the safety of others.
- Demonstrated experience in the developing others through coaching, mentoring and/or on the job training.
- Possession of a current Western Australian 'C' class driver's license or equivalent.

2. Leadership and Management

- Demonstrated skills and experience in resource management (i.e. employees, contract, finance, and assets), with the demonstrated ability 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. Organisation

- Demonstrated experience in planning and scheduling works in restricted working windows and coordinating resources for maintenance or construction activities.
- Good organisation skills with the ability to coordinate and manage projects.

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.
- 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 Permit
 - Senior First Aid
 - Frontline Management Training
 - OS&H training for supervisors
 - TLI42315 Certificate IV Qualification in Rail Infrastructure
 - Certificate IV in Training and Assessment.

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

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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

