



Vehicle Investigator

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Specialist and Support Services

District / Branch:

State Traffic Operations

Specialist Operations

Work Unit:

Major Crash Investigation

Position Description Number:

Generic 201

Rank / Level / Band:

Level 4

Employment Conditions

Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Midland

Position Objective

Contributes to determining whether a motor vehicle's mechanical condition is a contributing factor in the cause of fatal or serious injury traffic crashes, or other incidents requiring investigation, by conducting an examination of the vehicle(s) and providing comprehensive reports on the outcome.

Role of Work Unit

Major Crash Investigation forms parts of State Traffic Operations and its primary function is to investigate all fatal and serious traffic crashes where serious charges may result. It is also responsible for the investigation of all fatal traffic crashes. State-wide where three or more person die, all fatal crashes in the Metropolitan area regardless of whether there is a surviving culpable driver, Critical Crashes Involving Police and the investigation of serious crashes involving a member of Western Australia Police Force (WA Police Force) whether on or off duty.

The unit also provides a vehicle investigation service to the WA Police Force and other external Government agencies, such as the State Coroner and WorkSafe WA. The Unit is also responsible for the operation of the Mobile Inspection Trailer (MIT), which is mainly used in the outer metropolitan areas and regional WA, for roadworthiness inspections on heavy commercial vehicles.

Reporting Relationships

This position reports to:

- Officer in Charge, Detective Senior Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Vehicle Examination (80%)

- 1.1 Examines in detail the mechanical condition, damage and road worthiness of vehicles involved in crashes or other offences anywhere in the State and through the use of legal and technically valid inspection techniques to determine if any faults are present and the cause of faults in all vehicles examined.
- 1.2 Prepares accurate and extensive reports, declarations and statements concerning vehicle examinations and investigations.
- 1.3 Attends various courts to give evidence pertaining to the examinations carried out and will include State Coroner, police investigation or civil claim matters.
- 1.4 Interviews and takes statements from other mechanics, repairers, engineers or agents regarding the mechanical condition, and the nature of work performed or requested by owners on vehicles involved in crashes or subject to investigations.
- 1.5 Assists in the operation and transportation of the Mobile Inspection Trailer
- 1.6 Issues defect notices (work orders) in relation to vehicles which do not comply with legislative requirements under the Road Traffic Act 1974, Road Traffic Code 2000, Road Traffic (Vehicles) Act & Regulations, Australian Design Rules and other applicable legislation.

2 Liaison (15%)

- 2.1 Maintains liaison with external technical specialists for assistance and to facilitate the maintenance of a current knowledge of vehicular mechanical techniques.
- 2.2 Maintains ongoing liaison with external groups including the motor industry, the Office of the Director of Public Prosecutions, Office of the State Coroner, and Department of Mines, Industry Regulation and Safety.
- 2.3 Maintains liaison with internal stakeholders in relation to vehicle examination matters including Forensic Division, Prosecuting Division and various areas within the State Crime Portfolio.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to mitigate areas of information security risk by ensuring the integrity, confidentiality, availability and security of information holdings/systems.
- 3.2 Undertakes other duties as directed.

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Work Related Requirements

Essential

	Essential	Context in which work related requirements will be applied and or general standard expected.
1	Completion of an Apprenticeship and a Trade Qualification in Automotive Mechanics or equivalent	Understanding the mechanical operation of a range of vehicles and current and superseded automotive engineering techniques. Understanding aspects of vehicle operation such as transmissions, braking, steering and electronic engine control systems.
2	Analytical and conceptual skills	Determining appropriate courses of action.
3	Organisational ability	Coordinating and monitoring work. Achieving set timeframes.
4	Communication (written and verbal) and interpersonal skills	Working in a team environment. Providing professional customer service to members of the community. Liaising with external technical specialists. Preparing technical reports, letters, and memos. Liaising with all levels of personnel within and outside the Agency.

Desirable

5	Possession of a current WA Motor Driver's Licence Classes 'HC' and 'R'.
6	Member of relevant Professional Association(s), institute of Automotive Mechanical Engineers (IAME) Society of Automotive Engineers Australasia (SAE-A) or similar.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Certification

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

Position Title	Name	Date
Workforce Officer Organisational Design & Analysis	Tegan D'Rozario	August 2019
A/Divisional Superintendent State Traffic	Michael Sparkman	August 2019