



## Job Description Form

### Our Purpose

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

#### Position Title

Rail Systems Technician Apprentice

#### Level

Apprenticeship

#### Position Number

34823-34825, 34828-34832  
Signals  
34826-34827, 34833, 34834  
Communications

#### Division/Directorate

Network & Infrastructure

#### Branch/Section

Signals and Communications

#### Effective Date

April 2019

#### Health Task Risk Assessment Category

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### Reporting relationships

Superordinate: Communications Superintendent, Level 6  
OR Signals Superintendent, Level 6

Subordinates: No Direct Reports

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### Key role of this position

Undertakes on-the-job and off-the-job training whilst completing an Apprenticeship qualification (which may be up to 4 years).

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### Core duties and responsibilities

The apprentice will work with existing staff across several areas within the Network and Infrastructure Division to complete the following tasks whilst undertaking the required formal qualifications.

- Assists with the maintenance requirements associated with rail systems within the urban rail network consistent with Australian Standards, Acts and Regulations.
- Assists with taking measurements using appropriate equipment.
- Uses and operates hand, power and pneumatic tools.
- Maintains relevant records, logs and documentation.
- Maintains a contemporary understanding of relevant best practice, and makes recommendations to management on identified opportunities for improvement within the urban rail network.
- Undertakes other duties as required that are within the limits of the employee's skills, competence and training.

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## Essential Work Related Requirements

### 1. Job Specific

- Good mechanical and electrical aptitude.
- Sound numeracy, literacy, accuracy and attention to detail.
- Demonstrated ability to use relevant hand and power tools, machinery & equipment on various terrain.

### 2. Communication and Interpersonal

- Good interpersonal and communication skills (verbal and written), including the ability to liaise effectively with people.
- Demonstrated ability to work effectively within a team environment.

### 3. Organisation

- Demonstrated planning and organisational skills.

### 4. Analytical and Problem solving

- Sound analytical and problem solving skills.

### 5. Computer Literacy

- Demonstrated computer skills.

### 6. Personal Attributes

- Demonstrated:
  - Commitment to safety.
  - Willingness to participate in ongoing development and training.
  - Capacity to use initiative and appropriate judgement, and work in a reliable and responsible manner.

## Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- A current Western Australian 'C' Class Driver's licence or equivalent; or progression towards 'C' Class Drivers Licence. This requirement continues for the duration of employment in this position and from time to time production of the licence on request by the Authority may be required.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
  - Supervised Worker (SW) Track Access Permit.

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## 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

