



Job Description Form

Our Purpose

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

Position Title
Mechanical Fitter

Level
Wages

Position Number
30120, 30867, 36137,
37637

Division/Directorate
Network & Infrastructure

Branch/Section
Communications

Effective Date
April 2026

Health Task Risk Assessment Category
1

Reporting relationships

Superordinate: Maintenance Superintendent – Communications, Level 6

Subordinates: No Direct Reports

Key role of this position

Maintenance of the physical Communications Infrastructure in support of the Communications Technical Officers and Technicians for the Public Transport Authority's (PTA) Urban Rail Network.

Core duties and responsibilities

Management

- Plans and coordinates routine maintenance activities associated with the PTA's physical communications infrastructure.
- Assists Technical Officers in managing and maintaining asset registers for the PTA's physical communications infrastructure including re-ordering levels; and location of relevant equipment/systems spares within the PTA.
- Reviews, endorses and validates work undertaken by contractors conforms to specifications.

Technical

- Carries out routine inspections, routine maintenance and mechanical repairs or modifications on the PTA's physical communications infrastructure including:
 - Location Cases and Cabinets
 - PINS cabinets
 - Communications Rooms
 - Locks
 - DAVS and CCTV camera mountings and poles
 - Security systems
 - Radio sites
 - Pits & Pit Lids
 - Cable Trays & associated equipment
- Prepares and completes appropriate documentation for maintenance records, logs, field data reports, analysis/evaluation reports and technical drawing amendments.
- Participates in required training and maintains competency with developing technology in equipment, systems and specialist tools.
- Provides relevant technical guidance, assistance and training to other staff.
- Provides assistance to the Communications Technical Officers and Technicians as required.

Other

- Carries out as required, such work-related tasks and functions that are within the limits of the employee’s skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Certificate III in Mechanical Engineering (or approved equivalent qualification).
- Demonstrated considerable experience in mechanical fitting and field maintenance of enclosures and structures which includes:
 - Locks & Hinges
 - Poles and pole mounted equipment
 - Equipment enclosures and racks
- Ability to read and interpret technical drawings and plans.
- Ability to competently use appropriate hand tools, power tools and specialist tools including welding equipment.
- Demonstrated ability to work with and adapt to new technologies.

2. Communication and Interpersonal

- Well-developed written and interpersonal skills.
- Demonstrated ability to work constructively, both as part of a multi-disciplinary team and independently.

3. Computer Literacy

- Sound experience with computer software applications such as MS Office.

4. 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 at moderate heights as well as confined spaces.
- Must be prepared, if required, to work unsociable hours.
- Must be prepared to participate in a callout roster if required.
- Applicants must meet the requirements outlined in the Communications Classification Competency Profile – Mechanical Fitter stream (or approved equivalent), as amended from time to time
- 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 requirements within an agreed period of time after appointment:
 - Protection Officer Level 1 (PO1) and Level 2 (PO2) Track Access Permits

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

