



Job Description Form

Our Purpose

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

Position Title

Depot Master Claisebrook

Level

4

Position Number

30300, 30399, 31801,
31807, 32627, 35104,
36028, 36045, 36718,
37314
(Nominated, Operational)

Division/Directorate

Transperth Train Operations

Branch/Section

Operations

Effective Date

August 2025

Health Task Risk Assessment Category

2

Reporting relationships

Superordinate: Depot Manager Claisebrook, Level 6

Subordinates: No Direct Reports

Key role of this position

Provides support to the Depot Manager Claisebrook in the effective, economical and innovative management of the Transperth Train Operations (TTO) Division activities of the depot.

Core duties and responsibilities

Operations

- Provides leadership in all aspects of the Depot Master's responsibilities and provides proactive support to the Depot Manager.
- Advises Network Control Officers and other relevant stakeholders to ensure placement of railcars to facilitate scheduled arrivals and departures.
- Provides operational and administrative support to the Nowergup and Mandurah Depots as required, in conjunction with Network Control.
- Prepares and coordinates railcar allocations, yard movements and operational requirement sheets for Claisebrook Depot and conducts regular confirmatory yard checks.
- Liaises with Network Control and other relevant stakeholders to meet alterations to scheduled services.
- Coordinates and supervises departures and arrivals of railcars for the Claisebrook Depot to meet scheduled and unscheduled service requirements.
- Liaise with relevant Special Event Staff and coordinates arrivals and departures for the Perth Stadium during special events.
- Liaises with Network Control Officers in the event of ground-based support staff being required during operational incidents and contingencies.
- Maintains an appropriate working relationship and liaises with maintenance contractors and other key stakeholders for scheduled and unscheduled maintenance requirements of PTA Railcar Fleets
- Liaises with contractors and relevant stakeholders to ensure Depot security is maintained to the required standard.

- Maintains Depot buildings, staff facilities and equipment in accordance with Public Transport Authority (PTA) Standards.
- Responds to fire and security alarms within the Claisebrook Depot and when required for the areas of the N&I Buildings and Cat Bus Depot, in liaison with the Shift Commander.
- Undertakes the role of Chief Fire Warden in accordance with the instructions and criteria set out in the Emergency Management Manual in relation to the Claisebrook Railcar Depot.
- Provides support to personnel conducting Drug and Alcohol testing to minimize operational delays.
- In consultation with the Depot Manager, provides on the job training, mentoring and support for new Depot Masters and relief Depot Masters.
- Assists the Depot Manager in the investigation of incidents reported IFRS and reviews and responds to customer feedback, including customer complaints.
- Provides operational support to METRONET programs including Railcar Procurement and relevant network improvement initiatives.

Administration

- Prepares and Publishes rosters for Railcar Drivers in accordance with relevant Industrial Agreements using PTA Rostering software.
- Adjusts rosters as necessary for sickness or other operational contingencies.
- Performs timekeeping functions and coordinates the production of payroll data files in accordance with the Rostering and Payroll Systems (RAPS)
- Issues general instructions to staff concerning Depot requirements for Network Operations.
- Submits timely and accurate reports and recommendations to assist the continuous improvement process in accordance with Public Transport Authority's Quality Assurance System.

Staff

- Actively contributes to the development and maintenance of a strong teamwork culture within the Transperth trains Operations Division and the PTA in general.
- Motivates, coaches and provides support to staff within their area of supervision.
- Works collaboratively with, and provides support to, office administration and operations staff.
- Ensures depot staff comply with work instructions, policies and procedures, including those related to workplace safety.
- Ensures all staff meet the required dress standard.
- Interviews, and provides support to, railcar drivers involved in Safeworking, critical or other incidents when required.
- Inspects office cleaning personnel activities and provides instruction where necessary.
- Responsible for overall Depot Operations when the Depot Manager is not on site.
- Carries out, as required, such tasks and functions that are consistent with the employee's skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Substantial knowledge of and/or experience within a rail operations environment.
- Practical working knowledge of the Public Transport Authority's Safeworking procedures.
- Considerable knowledge of:
 - Occupational Safety & Health principles, practices, policies and procedures.
 - Relevant (PTA) Industrial Awards and Agreements

2. Leadership and Management

- Well-developed leadership skills, including the ability to:
 - motivate and support people.
 - assume control in response to serious incidents.
- Demonstrated ability to work autonomously, including using initiative and being proactive.

3. Communication and Interpersonal

- Well-developed communication skills (written, verbal and interpersonal) including relationship building skills.
- Proven mediation and conflict resolution skills.
- Demonstrated ability to work in a team environment.

4. Conceptual, Analytical and Problem Solving

- Well-developed problem-solving skills, including the ability to identify, review and implement improvements.
- Demonstrated ability to interpret Awards and Agreements.

5. Computer Literacy

- Well-developed computer literacy to complete rostering and timekeeping functions for the Depot.
- Competent in common office-based computer applications such as Microsoft Outlook, Word and Excel.

6. Special 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.
- Satisfactory completion of the relevant Safeworking Qualification.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent. This requirement continues for the duration of employment in this position and from time-to-time production of the licence on request by the PTA may be required.
- Able to work shift work and/or weekend work as required to a 24-hour 7-day roster.
- Knowledge of surveillance system, emergency evacuation alarm system, railway cleaning tasks and plant operation.
- 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.
 - Electrification Safety and Awareness
 - Radio Procedures Course
 - Workplace First Aid
 - Supervisors Course Occupational Health and Safety
 - Chief Fire Warden and Fire Wardens Course

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

