



Job Description Form

Our Purpose

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

Position Title

Maintenance Supervisor - Civil

Level

5

Position Number

37001

Division/Directorate

Network & Infrastructure

Branch/Section

Civil Maintenance

Effective Date

March 2026

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Maintenance Superintendent - Civil, Level 6

Subordinates: Structures Maintenance Officers, Level 3

Key role of this position

Ensures the operational performance of all Civil assets is safe, reliable, and cost effective and that all Civil 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 Civil assets 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 and contractors' performance against KPIs, action plans and other measures, taking necessary action to continuously improve performance.

Supervision

- Supervises staff and contractor maintenance, servicing and repair of Civil 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 Civil assets are carried out safely, effectively and in accordance with the Public Transport Authority's (PTA) relevant standards.
- Assists in the investigation and reporting all Civil assets incidents and prepares technical reports on maintenance and repair activities to ensure maximum effectiveness of the systems.
- Reviews all relevant Civil assets 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.
 - Execute contingency rectification.
 - 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 Civil assets 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 the Public Transport Authority's (PTA) relevant standards, 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 Civil assets.

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 for the Civil Maintenance Branch.
- Monitors and assesses staff competence in the field, where necessary take immediate action to remedy incorrect application of work outputs.

SELECTION CRITERIA

1. Core Competencies

- Possession of a relevant trade discipline or equivalent.
- Demonstrated experience in the maintenance of civil/structural assets.
- Working knowledge of tendering and procurement procedures with experience to supervise the execution of multi-trade contract works.
- Experience in the processing, planning and management of budgets.
- Experience in supervising work in an electrified urban rail transport environment and in planning and scheduling works in restricted working windows.

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.

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.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent at appointment. 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.
- Ability to work unsocial hours, callouts, travel and stay away from home station, sometimes at short notice.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur when an applicant does not meet the special requirements within an agreed period of time after appointment:
 - PO1/ PO2 Track Access Permit
 - Person Responsible for Electrical Safety (PRES) accreditation
 - Senior First Aid
 - WA C-CA class drivers' licence to a minimum MR class
 - Road Rail Vehicle Accreditation
 - All other stated requirements in the Competency Framework

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

