



## Job Description Form

### Our Purpose

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

<b>Position Title</b> Contract Surveillance Officer - Signalling Systems	<b>Level</b> 5	<b>Position Number</b> 35294
<b>Division/Directorate</b> Network & Infrastructure	<b>Branch/Section</b> Signals Engineering	
<b>Effective Date</b> January 2026	<b>Health Task Risk Assessment Category</b> 1	

### Reporting relationships

Superordinate: Project Interface Manager, Level 6

Subordinates: No Direct Reports

### Key role of this position

As part of the Network & Infrastructure Division performs inspections, internal audits and carries out surveillance of contractors' works on and off site to confirm compliance with contract conditions and specifications, public safety, rail safety and environmental standards on major transport infrastructure projects.

Assists with the management and coordination of works on the network ensuring safe, reliable and cost-effective practices and all repairs, renewals or other works are completed to the relevant standards and requirements.

### Core duties and responsibilities

#### Works Management and Technical Assurance

- Inspects all signalling works on internal and major infrastructure transport projects and provides leadership, guidance, technical expertise and support in systems management, ensuring renewals and modifications to the PTA's systems comply with relevant standards.
- Reviews Contractors' Rail Safety Plans and ensures contractors and other staff operates in accordance with the Public Transport Authority's (PTA) rail safety requirements.
- Plans and supervises maintenance, repair and project works in conjunction with maintenance management; including procurement, inventory, plant and equipment, and resourcing requirements, ensuring works are completed in accordance with PTA standards and procedures.
- Reports on contractors' progress on a day-to-day basis and maintains accurate records.
- Monitors and assures the quality and compliance of all work undertaken by contract or internal resources, including:
  - Recommending changes where necessary to maintain standards.
  - Reviewing and assessing inspection and test plans (ITPs).
  - Inspecting all relevant site documentation specific to branch disciplines, including drawings, to ensure accurate management in accordance with the legislative and obligatory requirements.
  - Reports on the quality of the signalling works delivered by internal resources and contractors and produces comprehensive written reports.
- Proactively identifies potential risks associated with the delivery of signalling works and suggests treatments to manage the risks.

- Reports on conformance and variance issues against contractual requirements and progress of works by oral, written and electronic means.
- Conducts inspections for the release of hold points as identified in the contract and related documentation, witnesses and formally releases hold points as directed by the Principal Signals Engineer - Projects.
- Witnesses' factory acceptance tests, site acceptance tests and commissioning of signalling works.
- Contributes to branch operational performance and asset reliability to support the effective delivery of PTA services, with active engagement in branch initiatives, including but not limited to:
  - Offering ideas and recommendations for improvement.
  - Delivering on Divisional and Branch objectives and management expectations.
  - Maintaining and developing the technical competence of the team, including:
    - Assists with evaluation and assessment of the suitability of new technologies, relevant to the improvement of systems performance, ensuring maximum effectiveness of the systems.
    - Liaises with the functional and operational areas within the PTA and relevant government agencies, as required, to achieve optimum train service operations.
- Ensures accurate new infrastructure records for the asset management register are provided to the PTA by the contractors.

### **Business Support**

- Provides recommendations and assessments on contractor progress payments and variation claims; assists in the inspection and assessment of claims by contractors providing informed recommendations.
- Coordinates and assists in the provision of information/statistics for contract progress reports as required.
- Participates in contractual meetings and discussions as required.

### **Other**

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

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## **SELECTION CRITERIA**

### **1. Core competencies**

- Possession of a current Western Australian 'A' grade Electrical Workers Licence.
- Knowledge of rail safety.
- Relevant technical expertise, including considerable experience and demonstrated ability in the installation, testing, maintenance and commissioning of signalling systems and related infrastructure which may include:
  - Computer based interlockings computer based interlockings (e.g. Microlok II),
  - Jointless audio frequency track circuits (e.g. UM71),
  - AC immune DC track circuits,
  - Signalling relays and signalling power distribution systems,
  - Automatic train protection equipment,
  - Point machines,
  - Lineside signals, junction route indicators, theatre route indicators and the like,
  - Single mode optical fibre communications systems,
  - Copper cabling,
  - Pit and pipe infrastructure,
  - Location cases,
  - Earthing and bonding for signalling equipment, and
  - Surge and lightning protection.
- Sound understanding and application of the procedures, codes of practice and specifications for the construction, testing and commissioning of signalling systems and an awareness of relevant guidelines / principles for Earthing and Bonding.
- Knowledge of construction and maintenance civil works relating to pit pipe infrastructure in or about an operating electrified railway environment.

### **2. Management and Leadership**

- Good understanding of and experience in, managing contractual/contractor relationships and obligations.
- Demonstrated ability to effectively work independently and within a team environment, and to specify and supervise work carried out by others including consultants and contractors.

### 3. Communication and Interpersonal

- Well-developed communication skills, including ability to communicate verbally and in writing, including preparation of technical and general reports using PC based software.
- Well-developed relationship management skills, including understanding of and experience in managing contractual/contractor relationships and obligations.

### 4. Conceptual, Analytical and Problem Solving

- Well-developed investigation, problem solving and analytical skills.

### 5. Organisation

- Well-developed organisational skills, with the ability to work with minimal supervision and manage competing demands.

### 6. Computer Literacy

- Demonstrated ability to competently use MS Office, PC based diagnostic tools and relevant software packages to an intermediate level.

### 7. Personal Attributes

- Demonstrates self-awareness, insight, astuteness and strong commitment to:
  - Safety Leadership.
  - Personal development.
  - Developing others.

### 8. 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 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.
- Ability to work shift work and/or weekend work as required to a 24-hour 7-day roster.
- Ability and preparedness to work at moderate heights as well as in confined spaces.
- Applicants must meet the special requirement shown below within an agreed period of time after appointment to the position. (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 2 (PO1) Track Access Permit.
  - Senior First Aid
  - Construction Industry White Card
  - All other stated requirements in the relevant Competency Framework
- All licenses/tickets relevant to this position must be maintained on an ongoing basis and may be requested by the Public Transport Authority from time to time.

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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

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**Signature**

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**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**

