

## Job Description Form

### Our Purpose

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

<b>Position Title</b> Maintenance Officer	<b>Level</b> 3	<b>Position Number</b> 37283
<b>Division/Directorate</b> Network & Infrastructure	<b>Branch/Section</b> Facilities Infrastructure	
<b>Effective Date</b> May 2026	<b>Health Task Risk Assessment Category</b> 3	

### Reporting relationships

Superordinate: Vertical Transport Manager - Facilities, Level 7  
Vertical Transport Maintenance Superintendent, Level 6  
Subordinates: No Direct Reports

### Key role of this position

The primary function of this position is to support the effective management of station facilities assets by coordinating and monitoring maintenance activities, asset performance, and data integrity across multiple systems. This includes overseeing preventative, corrective, and breakdown maintenance to ensure timely delivery, compliance with contractual and statutory requirements, and adherence to safety and risk management processes. The role also contributes to asset lifecycle planning, performance analysis, contractor oversight, and continuous improvement initiatives to ensure reliable, safe, and efficient operation of facilities equipment and associated systems.

### Core duties and responsibilities

- Monitor preventative, breakdown, and corrective maintenance on the PTA facilities Assets ensuring completion is on schedule.
- Data entry of Facilities asset maintenance records in the Computerised Maintenance Management System (CMMS) database, including accurate and proficient processing of equipment service documentation.
- Validation of equipment fault downtime, vandalism, and safety incidences using PTA surveillance equipment.
- Provides support for branch performance reviews, contractor meetings, and stakeholder notifications relating to planned works, service outages, and emergencies.
- Manages shared email inbox, including distribution of requests and maintaining organisation of correspondences.
- Conducts inspections of Facilities equipment and contractor safety audits, including recording and tracking actions.
- Coordinating contractors onsite, including supporting necessary permit processes and investigating contractor safety compliance with PTA policies and procedures.
- Processing and receipting invoices, including investigating and resolving errors and discrepancies of payment requests.
- Assists with spare parts stock inventory and assistance with the re-order and quoted works process.
- Monitors contractor performance through KPI reporting and contract requirements.

- Maintain asset criticality rankings and support prioritisation of works based on risk, safety, and operational impact.
- Assist in incident investigations, including root cause analysis and corrective action tracking.
- Maintain organised records of technical documentation, manuals, drawings, and certifications.
- Support training and capacity building by sharing asset knowledge and lessons learned across the team.

## SELECTION CRITERIA

### 1. Core Competencies

- Possession of a Trades Certificate or demonstrated experience working in multi-disciplinary maintenance and/or project activities.
- Proven experience supervising staff and/or contractors in multi-disciplinary projects or building activities.
- Very good knowledge and understanding of the Occupational Safety and Health Act and Regulations particularly in relation to safe work practices.
- Experience in asset management systems and proven skills in data management processing.

### 2. Communication and Interpersonal

- Good interpersonal and communication skills, including the ability to liaise effectively with others.

### 3. Conceptual, Analytical and Problem Solving

- Sound problem solving skills and ability to use initiative.

### 4. Computer Literacy

- Ability to use relevant computer applications (including Microsoft Office), with a demonstrated capacity to maintain complete and accurate records.

### 5. 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.
- Ability to accept call outs, outside of normal working hours including weekends and nights.
- On call and as part of after hours on-call and availability roster. Attend to phone calls on a mobile phone provided by the PTA.

### 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

