



Job Description Form

Our Purpose

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

Position Title

Fleet Technical Officer

Level

4

Position Number

35197

Division/Directorate

Network & Infrastructure

Branch/Section

Administration

Effective Date

July 2018

Health Task Risk Assessment Category

4

Reporting relationships

Superordinate: Inventory & Logistics Coordinator, Level 5

Subordinates: No Direct Reports

Key role of this position

Undertakes vehicle, plant and equipment inspections and investigations including safety, cleanliness and roadworthiness to ensure compliance with service contracts, field audits, planning, coordinating and reporting of compliance audits.

Core duties and responsibilities

Compliance Services

- Develops the Division's fleet maintenance management strategy.
- Manages the servicing and repairs of the Division's fleet, ensuring timely servicing is carried out that minimises the disruption to operations.
- Ensures all maintenance records are managed in a controlled and efficient manner.
- Undertakes inspections and investigations of mechanical, body work and associated systems including safety, cleanliness, security and roadworthiness to ensure compliance with legislation and standards.
- Ensures that maintenance procedures and practices meet the requirements of the Public Transport Authority (PTA).
- Plans and conducts compliance audits on vehicles, plant and equipment ensuring maintenance procedures and practices meet requirements.
- Issues, monitors and reports on non-conformance matters relating to fleet management.
- Initiates, monitors and reports on maintenance, trials, modifications and campaigns.
- Coordinates licensing requirements with Transperth Train Operations - Rolling stock for Road Rail Vehicles and other track equipment.

- Coordinates quarterly license inspections of the fleet.
- Provides compliance and investigation reports on relevant matters and trends related to the fleet.
- Liaises with transport operators, industry, other Government agencies and regulatory authorities to ensure compliance to requirements.

Training and Development

- Provides advice and support to stakeholders in relation to fleet related learning and development matters.
- Liaises with internal and external stakeholders regarding the development of learning resources and training programs.
- Develops training and assessment evaluation strategies and tools.
- Undertakes workplace assessments in the safe operation of vehicles, plant and equipment.

Other

- Other duties as required.

Essential Work Related Requirements

1. Job Specific

- Knowledge of and experience working with Occupational Safety and Health Legislation and Australian Standards relevant to the automotive industry.
- Trade Certificate in a related discipline and a thorough knowledge of related automotive trades.
- Experience maintaining and operating heavy duty plant, equipment and/or vehicles.

2. Communication and Interpersonal

- Well-developed oral and written communication and interpersonal skills.
- Ability to adapt communication style to suit audience and deliver effective training.

3. Conceptual, Analytical and Problem Solving

- Ability to analyse and solve technical problems in a transport environment

4. Organisation

- Demonstrated capacity to work unsupervised, plan and prioritise work and meet targets.

5. Computer Literacy

- Demonstrated Demonstrated ability in the use of MS Office applications.

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 the following licences or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence(s) on request by the PTA may be required:
 - Current Western Australian 'HR' Class Driver's Licence or equivalent
 - Forklift Licence
 - Elevating Work Platform (EWP) Licence
 - Motor Vehicle Repairs Licence.
- Ability to pass the Certificate IV in Training and Assessment.

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