



## Job Description Form

### Our Purpose

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

**Position Title**

Signal Supervisor

**Level**

5

**Position Number**

34729, 34730, 34731

**Division/Directorate**

Network & Infrastructure

**Branch/Section**

Signals Maintenance

**Effective Date**

April 2019

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Signals Superintendent, Level 6

Subordinates: Various – Signal Technicians, Signal Maintainers

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### Key role of this position

Ensures the operational performance of all signalling systems and protected level crossing assets are safe, reliable, and cost effective and that all signal maintenance, repairs and associated works are completed to Public Transport Authority's and relevant standards and customer requirements.

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### Core duties and responsibilities

#### Leadership

- Provides leadership direction, guidance, technical expertise and support in the maintenance and repair of the signalling system and active protective level crossings to meet all the Public Transport Authority's requirements and standards.
- Contributes to the strategic direction, planning and performance ensuring team members have clarity and understanding expectations and standards.
- Monitors team performance against KPIs, action plans and other measures, taking necessary action to continuously improve performance.

#### Supervision

- Supervises staff in the maintenance, servicing and repair of the signalling 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 signalling and protected level crossing equipment are carried out safely, effectively and in accordance with best practice.
- Assists in the investigation and reporting all signalling and active protected level crossings incidents and prepares technical reports on maintenance and repair activities to ensure maximum effectiveness of the systems.

- Inspects all relevant signalling site 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.

#### **Continuous Improvement**

- 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 signalling systems performance.

#### **Administration**

- Assists in the procurement, monitoring and accounting for the Section's inventory to ensure sufficient level of stocks are available for signal maintenance tasks.
- Checks Timesheets for accuracy in working hours and budget allocations for approval by management.

#### **Compliance**

- Ensures all work performance and access requirements for internal and external workers are fully complied in accordance with Public Transport Authority's safety standards, operational procedures and corporate policies.

#### **Customer Liaison**

- Liaises with the functional and operational areas within Public Transport Authority and relevant government agencies, as required, to achieve optimum train service operations.
- Liaises with the general public on inquiries relevant to the performance of the Public Transport Authority signalling system and active protected level crossings.

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### **Essential Work Related Requirements**

#### **1. Job Specific**

- Possession of a current Western Australian 'A' grade Electrical Workers Licence.
- Demonstrated in-depth field experience in maintaining and constructing railway signalling systems including protected level crossings, associated control systems and signalling power distribution systems.
- Demonstrated experience in coordinating resources for maintenance or construction activities.

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

- Demonstrated skills and experience in supervising and developing teams and individuals, 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. Computer Literacy**

- Demonstrated ability to competently use PC based diagnostic tools and software packages.

#### **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 license or equivalent.

- Ability to work unsocial hours, including call outs, sometimes at short notice.
- 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 requirement within an agreed period of time after appointment.
  - Protection Officer Level 2 (PO2) Track Access Permit
  - Senior First Aid Certificate
  - Frontline Management Training
  - OS&H training for supervisors
  - Qualification as Cert IV workplace Assessment.
- 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**