



Job Description Form

Our Purpose

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

Position Title

Railcar Driver Trainee

Level

Wages

Position Number

33106

Division/Directorate

Transperth Train Operations

Branch/Section

Operations

Effective Date

June 2019

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Training Manager EMU's, Level 6

Subordinates: No Direct Reports

Key role of this position

Undertakes all training and assessments required to successfully operate electric suburban trains in a safe and efficient manner in the Transperth Train Operations Division.

Core duties and responsibilities

The Trainee Railcar Driver will be responsible for becoming proficient in the operation of all classes of the Public Transport Authority's (PTA) EMU Railcars across all metropolitan lines in accordance with operating rules and regulations, policies, procedures and instructions encompassing industry guidelines.

The Trainee Railcar Driver will be required under the instruction of a suitably qualified Driver Trainer to undertake training in the following areas:

- Operates electric suburban railcars in either single or multiple consists and prepares, shunts, marshalls and assembles railcar consists.
- Ensures that customers of the PTA receive a comfortable, safe, secure, timely and environmentally friendly means of transport.
- Provides timely information to passengers utilising either on-board computer system or a public address system and responds to public enquiries.
- Diagnoses and/or liaises with specialist staff for all Electric Multiple Unit faults and failures; performs fault finding, following step-by-step procedures, in accordance with fault manuals and carries out minor running repairs.
- Prepares relevant documentation including reports in respect to railcar defects, accidents, incidents and irregularities.
- Operates communication equipment in accordance with correct procedures (e.g. fixed and portable radio).
- Maintains effective liaison with support staff.

SELECTION CRITERIA

1. Core Competencies

- Basic mechanical or technical ability. (*NOTE: This would demonstrate an applicant's basic aptitude to later learn the practical aspects of operating a train and diagnosing faults*).
- Applied literacy (includes basic computer literacy) and numeracy skills adequate to perform basic workplace communications and calculations.

2. Communication and Interpersonal

- Good communication skills (written, verbal and interpersonal), including the ability to understand written and verbal instructions.
- Proven customer service skills.
- Ability to work within a team environment.

3. Conceptual, Analytical and Problem Solving

- Good problem solving skills.

4. 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.
- Subject to satisfactory integrity clearance.
- Ability to work unsocial and irregular hours including shift and weekend work.
- May be required to work at other Transperth Train Operations depots as required.
- Applicants agree to comply with Public Transport Authority's Alcohol & Drugs Policy and Procedure, which includes random testing.
- Applicants agree to abide by Public Transport Authority's dress code/corporate image and safety standards.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's License 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.
- Appointment is subject to a probationary period of three months following satisfactory completion of training requirements. Applicants must meet the special training requirements shown below within this time. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time.
 - Electrification Safety and Awareness
 - Workplace First Aid or Equivalent
 - Customer Service Course
 - Dangerous Goods Awareness
 - TLI42615 Certificate IV in Train Driving
 - Rail Traffic Crew (RTC Urban) Track Access Permit.

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