



Job Description Form

Our Purpose

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

Position Title

Maintenance Superintendent - Communications

Level

6

Position Number

33361, 36135

Division/Directorate

Network & Infrastructure

Branch/Section

Communications

Effective Date

April 2021

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Communications Systems Maintenance Manager, Level 7

Subordinates: Technical Officer Projects, Level 4

Technical Officer Data, Level 4

Technical Officer Radio, Level 4

Technical Officer Security Systems, Level 4

Technical Officer Communications Systems, Level 4

Technical Officer Communications Cable Infrastructure, Level 4

Mechanical Fitter, REA 5

Communications Maintainer REA 2-4

Rail Systems Technical Apprentice

Key role of this position

Responsible for the leadership and management of the maintenance team and personal activities which includes routine maintenance, construction, upgrades and modifications of the branch assets; contributing to the overall performance, reliability and compliance of the PTA network.

Core duties and responsibilities

Leadership

- Contributes to achieving operational performance targets and the reliability of assets leading to the effective delivery of services for the PTA.
- Develops and maintains a competent and engaged workforce that is aligned to delivering PTA, Divisional and Branch objectives; managing all aspects of people management requirements in accordance with PTA policy and procedure.
- Contributes to developing a positive safety culture, undertaking incident management and investigation activities embedding required improvement; contributing ideas and opinions for continuous improvement in workplace safety and maintenance delivery ensuring works carried out comply with PTA requirements and other legislative requirements.

- Manages and supports general business matters relating to relevant branch operations, such as financial management, risk management, inventory management, policy and procedure development, performance reporting and continuous improvements to ensure the branch delivers in accordance to PTA requirements.

Asset Maintenance

- Delivers maintenance activities through effective planning and compliance; delivering a rapid fault management response capability; managing resource requirements, leading, managing and inspecting in the field, managing delegated arrangements and ensuring that activities assigned are carried out appropriately.
- Contributes to the development of codes of practice, technical standards, specifications, work instructions, safety procedures and good practice guides, maintenance strategies/ plans and programs in compliance with Legislation, Standards and other external regulations.
- Oversees the resource coordination and implementation of asset replacement/ renewal programs to deliver the program of works necessary to deliver PTA goals,

Other

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

SELECTION CRITERIA

1. Core Competencies

- Possession of a relevant engineering degree, trade discipline or equivalent.
- Substantial experience in the maintenance/ maintenance planning of Voice, Data & Radio Communications Systems, such as (not an exhaustive list)::
 - Mission critical telephony systems
 - Analogue and/or digital radio systems.
 - Optic Fibre and copper cabling systems.
 - Microwave Transmission systems.
 - Security and Remote monitoring systems.
 - Passenger Information Systems and Displays.
 - Passenger Announcement Systems
 - SCADA and Ethernet LAN/WAN systems.
- Knowledge of Communications Systems and Standards, within a Rail or similar complex environment
- Substantial experience in applying safety management systems and knowledge of current Safety Legislation.
- Demonstrated ability and experience in supplier management

2. Management and Leadership

- Demonstrated experience in managing the performance of an operational team, with the ability to engage and empower teams and individuals to deliver organisational requirements.

3. Communication and Interpersonal

- Sound verbal, written and interpersonal communication skills, including negotiation and facilitation skills.
- Demonstrated ability to write well-structured documents, e.g. work instructions or safety investigation summaries.
- Ability to develop rapport with internal and external stakeholders

4. Conceptual, Analytical and Problem Solving

- Well-developed conceptual and analytical skills with experience identifying trends and issues and making recommendations that contribute towards ongoing improvements.
- Demonstrated ability to resolve complex technical, safety and operational problems or issues.

5. Planning and Organisational

- Well- developed organisational skills with the ability to achieve agreed targets and timelines through the use of effective teamwork and delegation.

6. Computer Literacy

- Sound level of computer literacy, including a demonstrated ability to competently use relevant PC based diagnostic tools and software packages, in particular Enterprise Resource Planning (ERP) systems

7. Personal Attributes

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

8. 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 work unsociable hours, including callouts, sometimes at short notice.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - PO1/ PO2 Track Access Permit
 - Senior First Aid
 - WA C-CA class drivers licence
 - A current ACMA "Open" licence
 - All other stated requirements in the Competency Framework

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