



Job Description Form

Our Purpose

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

Position Title

Maintenance Superintendent - Civil

Level

6

Position Number

32559, 36021

Division/Directorate

Network & Infrastructure

Branch/Section

Civil

Effective Date

April 2021

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Civil Maintenance Manager, Level 7

Subordinates: Structures Maintenance Officers (x2), Level 3

Key role of this position

Responsible for the leadership and management of the maintenance team 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

- As a senior member of the Branch, 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, 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 trade discipline or equivalent.
- Substantial experience in the maintenance of civil/structural assets.
- Substantial knowledge of tendering and procurement procedures with experience to supervise the execution of multi-trade contract works.
- Experience in the processing, planning and management of budgets.
- Experience in supervising work in an electrified urban rail transport environment and in planning and scheduling works in restricted working windows.

2. Leadership and Management

- Demonstrated experience in managing the performance of an operational team, with the ability to engage and empower teams and individuals and to deliver organisational requirements.
- Well developed leadership and supervisory skills including the ability to engage people and motivate them towards achieving outcomes.

3. Communication and Interpersonal

- Sound verbal, written and interpersonal communication skill, 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
- 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. Personal Attributes

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

7. 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.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent at appointment. 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.
- Ability to work unsocial hours, callouts, travel and stay away from home station, 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 requirements within an agreed period of time after appointment:
 - PO1/ PO2 Track Access Permit
 - Person Responsible for Electrical Safety (PRES) accreditation
 - Senior First Aid
 - WA C-CA class drivers licence to a minimum MR class
 - Road Rail Vehicle Accreditation
 - 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

