



Job Description Form

Our Purpose

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

Position Title

Communications Maintainer

Level

REA 2

Position Number

34870

Division/Directorate

Network & Infrastructure

Branch/Section

Communications

Effective Date

May 2021

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Communications Superintendent, Level 6

Subordinates: No Direct Reports

Key role of this position

Assists in carrying out the safe efficient and effective first line maintenance of communications system infrastructure.

Core duties and responsibilities

Technical

- Takes direction and undertakes on the job learning.
- Performs a wide range of non-trade tasks exercising basic work skills under supervision, including digging trenches, laying cables and other manual tasks related to communications systems maintenance.
- Performs routine communication systems maintenance tasks (under supervision either individually or in a team) to the level of training and competence
- Recognises and addresses basic faults in machinery and basic electrical systems.
- Completes basic workplace measurements.
- Reads communication systems schematic plans in relation to maintenance tasks
- Shifts materials and equipment and undertakes manual maintenance work required, ensuring safe work practices are applied.
- Uses relevant hand tools, equipment and machinery associated with work area.
- Ensures plant, machinery, tools, equipment and the work site are left in a clean and safe condition.
- Drives and operates light vehicles, relevant equipment and machinery.

Safety & Compliance

- Exercises safe working procedures and follows all rules and regulations on the rail reserve.
- Carries out work at moderate heights as well as in confined spaces.

- Works safely within the scope of knowledge, experience and training and ensures all work performance and access requirements for internal and external workers fully comply with the PTA's safety standards, operational procedures and corporate policies.

Administration

- Maintains necessary records, including completing relevant forms and work logs.
- Records relevant records in the Electronics Document Records Management System and PTA asset management system.

Training and Development

- Maintains competency and undertakes the necessary training including as specified in the Communications Maintainer Competency framework and other training as directed.
- Maintains Track Access Accreditation at the appropriate level required.

SELECTION CRITERIA

1. Core Competencies

- Satisfactory numeracy and literacy skills including demonstrated ability to complete physical measuring tasks using basic measuring wheels, tapes etc and record results.
- Sound mechanical aptitude including the ability to use relevant hand and power tools, machinery & equipment on various terrain.
- Current Western Australian 'C' Class Driver's Licence 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 Authority may be required.

2. Communication and Interpersonal

- Satisfactory communication skills (oral and written), including a demonstrated ability to work effectively as part of a team.

3. Digital Literacy

- Basic proficiency in the use of the Microsoft suite of products such as Outlook, Word and Excel.

4. Personal Attributes

Demonstrated:

- Commitment to safety
- Willingness to participate in ongoing development and training; and
- Capacity to use initiative and appropriate judgement, and work in a reliable and responsible manner

5. Special Requirements

- Satisfactory completion of required medical examinations to verify health and physical fitness to perform the duties of the position consistent with task risk assessment requirements and national medical standards for the rail industry.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Ability to work unsocial and irregular work hours, including Saturdays, Sundays and at night when required.
- The following are mandatory and must be obtained within an agreed period of time post appointment:
 - Working at Heights accreditation (as recognised by PTA)
 - Working in Confined Spaces accreditation (as recognised by PTA)
 - Construction Industry White Card
- Possession (within an agreed time frame between the employer and the employee) of the following if required by the organisation (including maintaining the qualification):
 - Protection Officer (PO) Track Access Permit
 - Person Responsible for Electrical Safety (PRES)
- Ability and willingness to work at any location on the PTA's urban rail network as required, sometimes at short notice.
- Termination of the appointment may occur where an applicant does not meet the special requirements within the agreed timeframe after appointment.
- All licenses/tickets relevant to this position must be maintained on an ongoing basis and may be required by the Public Transport Authority from time to time.

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

