



Job Description Form

Our Purpose

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

Position Title

Construction Surveillance Officer

Level

5

Position Number

35790, 35791

Division/Directorate

Network & Infrastructure

Branch/Section

Program & Projects

Effective Date

May 2021

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Construction Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

Performs inspections, internal audits and carries out surveillance of contractors' works on and off site to confirm compliance with contract conditions and specifications, public safety, rail safety and environmental standards on transport infrastructure projects.

Core duties and responsibilities

Branch Support

- Contributes to both the Branch operational performance and the delivery of Programs and Projects leading to the effective delivery of services for the PTA.
- Contributes to the branch engagement and performance by contributing ideas and opinions for improvement; delivering against Divisional and Branch objectives and management expectations; maintaining and developing competence and supporting the development of others.
- Contributes to developing a positive safety culture, contributing ideas and opinions for continuous improvement in workplace safety, and project delivery ensuring works carried out comply with PTA requirements and other legislative requirements.
- Provides support and contributes to project delivery, such risk management, financial claims/ progress payment claims, performance reporting and continuous improvements to ensure the branch delivers in accordance to PTA requirements.

Construction Management

- Provides advice and support on construction management coordination, ensuring that construction activities meet required design and safety construction standards and specifications.

- Inspects and reports on site activities ensure that projects are completed to the approved construction standards, schedules, work safety requirements, designs and other requirements; inspecting and reviewing both safety and risk issues and reporting on non-conformances against required practices.
- Contributes to the development of policies, procedures, templates, models and other associated documentation in the construction and project management field.
- Monitors, reviews and identifies potential risks on safety management plans, inspection and test plans, providing input to contract/site meetings as required whilst developing and maintaining effective relationships with internal and external stakeholders to facilitate the safe development and delivery of projects.

Other

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

SELECTION CRITERIA

1. Core Competencies

- Relevant technical qualification OR extensive relevant experience.
- Demonstrated experience in supervision of work site management, including occupational safety and health.
- Knowledge and experience of construction works and maintenance of assets in an operating electrified railway environment.
- Good understanding of and experience in managing contractual/ contractor relationships and obligations.

2. Management and Leadership

- Demonstrated ability to supervise work carried out by others including consultants and contractors.

3. Communication and Interpersonal

- Well developed communication skills, including ability to communicate verbally and in writing, including preparation of technical and general reports using PC based software.
- Highly developed interpersonal skills including the ability to liaise, engage, encourage, build effective relationships and consult with staff and external service providers.

4. Conceptual, Analytical and Problem Solving

- Well-developed investigation, problem solving and analytical skills.

5. Organisation

- Demonstrated ability to effectively work independently and effectively within a team environment,

6. Personal Attributes

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

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.
- Ability to work shift work and/or weekend work as required to a 24 hour 7 day roster including call outs.
- Ability and preparedness to work at moderate heights as well as in confined spaces.
- Possession of a current Western Australian 'C' or 'C-A' 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 PTA may be required.

- Applicants must meet the special requirement shown below within an agreed period of time after appointment to the position. (Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment):
- PTA Individual Access (IA) 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