



Job Description Form

Our Purpose

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

Position Title

Maintenance Superintendent – Electrical Power

Level

6

Position Number

32612

Division/Directorate

Network & Infrastructure

Branch/Section

Electrical

Effective Date

May 2021

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Electrical Infrastructure Maintenance Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

- Ensures the operational performance of the power supply to Overhead Line equipment (OLE) and other electrical infrastructure, including non-traction High Voltage (HV) equipment, substations and track section cabins.
- Ensures electrical operations comply with relevant regulations and Public Transport Authority standards, including drafting procedures and associated documentation.

Core duties and responsibilities

Leadership

- Provides leadership direction, guidance, technical expertise and support in the maintenance and repair of the high voltage and low voltage assets to meet all the Public Transport Authority's (PTA) requirements and standards.
- Contributes to the strategic direction, planning and performance ensuring team members have clarity and understanding of expectations and standards.
- Monitors team performance against KPI's, action plans and other measures, taking necessary action to improve performances.

Management

- Responsible for people management matters e.g. safety, recruitment, probation management, training, development and performance management.
- Provides overall management of the section ensuring all relevant site records and documents are accurately managed in accordance with the legislative and obligatory requirements and PTA requirements.
- Conducts and coordinates regular inspections of the electrification system and reports on findings.

- Attends, investigates and reports on emergencies, accidents, incidents or complaints associated with the electrification system.
- Prepares and controls maintenance work programs ensuring work is carried out in accordance with good asset management principle, ensuring work order completion and works scheduling is completed in accordance with maintenance processes
- Assists in the planning, preparation and management of the section's operating budget and expenditure.
- Works collaboratively with the Inventory Team to procure, accurately monitor and account for the inventory to ensure sufficient levels of stock are available for maintenance tasks.
- Ensures the asset management database is accurate to allow for scheduling and servicing of assets at the required level and specified frequency.
- Investigates and reports all high voltage and low voltage incidents, and prepares technical reports on maintenance and repair activities to ensure maximum effectiveness of the systems.
- Manages the delivery of the service contract, for maintenance and urgent works, for HV Traction and non-Traction assets.

Training and Development

- Manages and delivers technical and safety training on the electrical installations and control systems and designs, develops and evaluates training and development strategies, programs and systems to meet statutory requirements and standards.
Identifies and recommends appropriate training to ensure that the staff are competent in carrying out repairs and maintenance activities, providing personal coaching and mentoring of others in support of works delivery.

Continuous Improvement

- Develops and implements control systems to monitor the quality and quantity of all work undertaken by contract or internal resources are completed as planned and provides recommendations where appropriate.
- Evaluates and assesses the suitability of new technologies, as required, relevant to the improvement of relevant systems performance.
- Monitors processes and work practices; recommending changes with a view to improving the systems and introduce best practice.
- Contributes to the development and implementation of cost-effective strategies for long term performance of infrastructure.

Compliance

- Inspects the PTA's Traction Power plants and installations for compliance with standards and regulations.
- Ensures all work performance and access requirements for internal and external workers on the traction power system comply with the PTA's safety standards, policies and operational procedures.
- Prepares and manages procedures and associated documentation for the traction distribution system, safety and operations in accordance with legislative and departmental requirements.

Stakeholder Liaison

- Liaises with the functional and operational areas within the PTA and relevant government agencies, as required, to achieve optimum train service operations.
- Liaises and negotiates with other operational areas on issues relating to the electrical safety implications on the traction distribution system, including technical advice to maintainers.
- Provides advice at a senior level with government agencies, consultants, subcontractors and other stakeholders in managing and protecting the OLE, including traction power switching stations and substations.

Other

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

SELECTION CRITERIA

1. Core Competencies

- Possession of a current Western Australian Electrical Workers Licence “A” grade.
- Knowledge of, or experience in, 25kVac electrification of railway and railway functions.
- Demonstrated experience in safely applying health and safety legislation including Australian Standards relevant to electrification systems.
- Good understanding of Rail Safety Legislation
- Ability to develop, implement and evaluate training and development strategies, programs, policies and systems.

2. Management and Leadership

- Well-developed leadership and management skills within a high-risk environment, with the ability to engage and empower teams and individuals and to deliver organisational requirements.

3. Communication and Interpersonal

- Highly developed communication and interpersonal skills including the ability to deal with high level negotiations and consultations to a broad range of stakeholders.

4. Conceptual, Analytical and Problem Solving

- Well-developed analytical and problem-solving skills, including managing incidents and developing innovative solutions to engineering/ technical problems.
- Demonstrated ability to take control and resolve problems in emergency situations.

5. Organisation

- Well-developed organisational skills, including the ability to achieve agreed targets and timelines and the ability to meet concurrent demands and competing timeframes.

6. Computer Literacy

- Proficient in the use of relevant computer applications and technology, including SCADA systems and Asset management Systems, such as Ellipse.

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. 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.
- Prepared and able to work unsociable hours, callouts and emergencies, accidents or inspections, sometimes at short notice.
- Applicants must meet the special requirements shown below within an agreed period of time after appointment. Cancellation of the appointment will occur where an applicant does not meet the special requirements within the agreed period of time.
 - Individual Access - Track Access Permit
 - Basic Workplace First Aid Level 1
 - Nominated person for Traction Distribution System type A
 - Nationally accredited trainer and assessor Category 1.
 - Relevant electrical competencies

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