



## Job Description Form

### Our Purpose

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

**Position Title**

Signal Technician

**Level**

REA 7

**Position Number**

30144, 30145, 32531, 32542,  
32544, 32545, 32746, 32806,  
32925, 32996, 33481, 34394,  
34474, 35125

**Division/Directorate**

Network & Infrastructure

**Branch/Section**

Signals / Signals Claisebrook

**Effective Date**

July 2020

**Health Task Risk Assessment Category**

1

---

### Reporting relationships

Superordinate: Signal Supervisor, Level 5 or Signal Projects Supervisor, Level 5

Subordinates: No Direct Reports

---

### Key role of this position

Ensures the safe, efficient and effective first line maintenance of signalling equipment, associated systems including critical power supplies and protected level crossing systems to a high degree of integrity. The role also organises work teams and provides on the job instruction and training to new recruits as and when required.

---

### Core duties and responsibilities

#### Technical and Supervisory

- Carries out preventative routine maintenance and fault rectification including symptom investigations on signalling equipment, protected level crossings and associated systems and critical power supplies.
- Carries out first line maintenance on signalling equipment.
- Conducts appropriate testing and monitoring against procedures to ensure signalling equipment and system safety, integrity and reliability is as required.
- Carries out technical tasks required for commissioning of new equipment, systems and technology.
- Participates in required training and maintains competency in equipment, systems, specialist tools and precision instruments.
- Provides technical information that is needed by managers to develop budgets, maintenance work programs and costing of repair work.
- Provides relevant supervision, technical guidance and assistance to other staff and contractors if and when required.
- Organises and manages work teams and other resources including contract work.

## **Compliance**

- Ensures work performance and access requirements are complied with, in accordance with Public Transport Authority's safety standards, operational procedures and corporate policies.
- Maintains competencies in operating equipment, systems, specialist tools and precision instruments.

## **Administration**

- Prepares and completes appropriate documentation for maintenance records, logs, field data reports, analysis/evaluation reports and technical drawing amendments.

## **Training and Development**

- Undertakes necessary training including specified units of competency stated in position profile and enterprise specific training as directed, on and off the job.
- Maintains Track Access Accreditation at the appropriate level required.
- Delivers on the job training when necessary for signals personnel.

## **Liaison and Customer Focus Service**

- Participates in identifying customer service requirements and continuous improvement measures and achieve mutually agreed standards in these areas.

---

## **SELECTION CRITERIA**

### **1. Core Competencies**

- Extensive knowledge, competency and practical experience in maintenance and fault finding on power signalling systems, protected level crossings and associated equipment.
- Demonstrated working knowledge and experience in fault rectification and field maintenance on Point Operating Equipment, Signalling Interlocking and Remote Control, Wayside Signalling Equipment inc. qA175020 Automatic Train Protection
- Ability to competently use appropriate hand and power tools, specialist tools and relevant test instruments.
- Ability to perform general and electrical calculations, and to read and interpret technical drawings and plans.
- Possession of a current Western Australian 'A' grade Electrical Workers Licence endorsed 'Electrical Mechanic' and/or 'Electrical Fitter' or equivalent.
- Possession of a current Western Australian 'C' class driver's licence or equivalent.
- Demonstrated ability to analyse and rectify faults on complex electrical systems.

### **2. Communication and Interpersonal**

- Sound written, verbal and interpersonal communication skills.

### **3. Conceptual, Analytical and Problem Solving**

- Demonstrated proficiency to download and analyse data from data loggers and submit reports based on such analysis.

### **4. Computer Literacy**

- Proficient in using relevant software programs and computer equipment, including laptop and keyboard.

### **5. 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 participate in an 'on call' and 'stand by' roster and shift-work requirements.
- Ability to work unsociable hours on occasions and attend to callouts outside of normal hours.
- Ability to travel, work and stay away from home station, sometimes at short notice.
- Applicants must meet the following special requirements shown below within an agreed period of time. Cessation of employment may occur where the applicant does not meet the following requirements of the position within an agreed period of time:
  - Protection Officer Level 2 (PO2) Track Access Permit
  - Senior First Aid Certificate

- Satisfactory completion of mandatory AQF units of competency, job specific skills and enterprise specific skills must be completed as specified in Position Profiles from relevant units of competency from an endorsed relevant training package or as agreed equivalent within an agreed period.
- All licenses/tickets relevant to this position must be maintained on an ongoing basis and may be requested by the Public Transport Authority from time to time.
- Applicants must meet the requirements of the Signal Technicians Pathway Program or equivalent, as amended from time to time within an agreed period after appointment to maintain competencies for the position.

---

### **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**