



Job Description Form

Our Purpose

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

Position Title

Depot Master Claisebrook

Level

4

Position Number

30300, 30399, 31801,
31807, 32627, 35104,
36028, 36045
(Operational)

Division/Directorate

Transperth Train Operations

Branch/Section

Operations

Effective Date

December 2020

Health Task Risk Assessment Category

2

Reporting relationships

Superordinate: Depot Manager Claisebrook, Level 7

Subordinates: No Direct Reports

Key role of this position

Provides support to the Depot Manager Claisebrook in the effective, economical and innovative management of the Transperth Train Operations (TTO) Division activities at the Claisebrook Railcar Depot.

Core duties and responsibilities

Operations

- Provides leadership in all aspects of the Depot Master's responsibilities and provides proactive support to the Depot Manager.
- Prepares railcar allocation requirement sheets for Claisebrook and conducts regular confirmatory yard checks.
- Summarises Nowergup and Mandurah Depots allocations in liaison with relevant stakeholders.
- Coordinates and supervises departures and arrivals of railcars for the Claisebrook Depot to meet scheduled and unscheduled service requirements.
- Advises Network Control Officers and other relevant stakeholders to ensure placement of railcars to facilitate scheduled arrivals and departures.
- Monitors arrivals and departures for the Perth Stadium during special events.
- Liaises with Network Control Officers and other relevant stakeholders to meet requirements for alterations to scheduled services.
- Liaises with Network Control Officers in the event of ground based support staff being required during operational contingencies.
- Liaises with maintenance contractors staff and other key stakeholders for scheduled and unscheduled maintenance requirements of EMU Railcars and Australind Railcars.
- Liaises with contractors and other key stakeholders to ensure Depot security is maintained to the required standard.

- Responds to fire and security alarms at the N&I building in the absence of the Building Manager.
- Undertakes the role of Chief Fire Warden in accordance with the instructions and criteria set out in the Emergency Management Manual in relation to the Claisebrook Railcar Depot.
- Provides support to personnel conducting Drug and Alcohol testing to minimize operational delays.
- In consultation with the Depot Manager, provides on the job training, mentoring and support for new Depot Masters and relief Depot Masters.
- Assists the Depot Manager in the investigation of incidents reported on IFRIS and reviews and responds to customer feedback, including customer complaints.

Administration

- Provides out of hours operational and administrative support to the Nowergup and Mandurah Depots as required, in conjunction with Network Control.
- Manages and adjusts posted weekly rosters for operational staff for sickness or other contingencies, including Nowergup and Mandurah depots when these depots are unattended.
- Issues general instructions to staff concerning Depot requirements for Network Operations.
- Submits timely and accurate reports and recommendations to assist the continuous improvement process in accordance with Public Transport Authority's Quality Assurance System.

Staff

- Actively contributes to the development and maintenance of a strong teamwork culture within the Transperth trains Operations Division and the PTA in general.
- Motivates, coaches and provides support to staff within their area of supervision.
- Works collaboratively with, and provides support to, office administration and operations staff.
- Ensures depot staff comply with work instructions, policies and procedures, including those related to workplace safety.
- Ensures all staff meet the required dress standard.
- Exercises responsibility for staff safety including observing and updating safety procedures.
- Interviews, and provides support to, railcar drivers involved in Safeworking, critical or other incidents when required.
- Inspects office cleaning personnel activities and provides instruction where necessary.
- Carries out, as required, such tasks and functions that are consistent with the employee's skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Substantial knowledge of and/or experience within a rail operations environment.
- Practical working knowledge of the Public Transport Authority's Safeworking procedures.
- Considerable knowledge of:
 - Occupational Safety & Health principles, practices, policies and procedures.
 - Relevant (PTA) Industrial Awards and Agreements

2. Leadership and Management

- Well developed leadership skills, including the ability to:
 - Engage people and motivate them towards achieving team outcomes
 - assume control in response to serious incidents.
- Demonstrated ability to work autonomously, including using initiative and being proactive.

3. Communication and Interpersonal

- Well developed communication skills (written, verbal and interpersonal) including relationship building skills.
- Proven mediation and conflict resolution skills.
- Demonstrated ability to work in a team environment.

4. Conceptual, Analytical and Problem Solving

- Well developed problem solving skills, including the ability to identify, review and implement improvements.
- Demonstrated ability to interpret Awards and Agreements.



5. Computer Literacy

- Well developed computer literacy to complete rostering and timekeeping functions for the Depot.
- Competent in common office-based computer applications such as Microsoft Outlook, Word and Excel.

6. 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.
- Satisfactory completion of the relevant Safeworking Qualification.
- 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.
- Able to work shift work and/or weekend work as required to a 24 hour 7 day roster.
- Knowledge of surveillance system, emergency evacuation alarm system, railway cleaning tasks and plant operation.
- 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.
 - Electrification Safety and Awareness
 - Radio Procedures Course
 - Provide First Aid
 - Supervisors Course Occupational Health and Safety
 - Chief Fire Warden and Fire Wardens Course
 - Operations Officer (OO) 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

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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

