



Job Description Form

Our Purpose

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

Position Title

Structures Maintenance Officer

Level

3

Position Number

30390, 34555

Division/Directorate

Network & Infrastructure

Branch/Section

Civil

Effective Date

October 2021

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Maintenance Superintendent - Civil, Level 6

Subordinates: No Direct Reports

Key role of this position

The primary function of this position is to assist with the safe and cost-effective maintenance of all existing and new Railway, infrastructure and structures at owned and leased premises within the Urban Network in accordance with the WA Rail Safety Act 2015.

Core duties and responsibilities

Maintenance and Supervisory Responsibilities

- Assists in carrying out preventative maintenance on the urban network and organises necessary repairs and maintenance to ensure these structures are maintained to a satisfactory and safe standard commensurate with their function and at least cost.
- Attends and rectifies faults on the above services and equipment.
- Assists in monitoring and supervising the work of maintenance contractors, structural maintenance and minor works projects.
- Carries out structures safety audits.
- Assists in taking possession of Permit to Work and applying for exemption forms
- Provides occupational safety and health induction of contractors.
- Regularly maintains all service and maintenance records.

Planning and Budgeting Responsibilities

- Assists with planning, programming, scheduling and supervising the track structures maintenance in accordance with Public Transport Authority's (PTA) policies and business strategies.
- Assists in the compilation of estimates for individual works.

- Assists with preparation of annual work programs in accordance with approved annual operating and capital budgets, and monitors progress of the work and expenditure.
- Assists in the preparation of medium and long term work programs

SELECTION CRITERIA

1. Core Competencies

- Possession of a relevant Trades Certificate or equivalent.
- Experience in civil/structural asset inspection with experience in maintenance, planning and scheduling works in restricted working windows.
- Sound knowledge and understanding of the Occupational Safety and Health Act and Regulations particularly in relation to safe work practices.
- Ability to maintain complete and accurate records with experience in administration, budgeting, costing and personnel procedures.

2. Management

- Experience in supervising and coordinating contractors and their work in an electrified urban rail transport environment.

3. Communication and Interpersonal

- Sound written, negotiation, verbal and interpersonal communication skills.

4. Conceptual, Analytical and Problem Solving

- Sound analytical and problem-solving skills.

5. Organisational

- Well-developed organisational skills, including the ability to achieve agreed targets and timelines through effective time management and the ability to work autonomously.

Special Appointment 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 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.
- Possession of a current Western Australian 'C' class driver's licence or equivalent.
- Further, applicants must meet the following 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.
 - Protection Officer Level 2 (PO2) Track Access Permit
 - PRES Accreditation
 - Senior First Aid Certificate.

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