



## Job Description Form

### Our Purpose

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

**Position Title**

Signal Maintainer

**Level**

REA 3

**Position Number**

30109, 32493, 32725,  
34398

**Division/Directorate**

Network & Infrastructure

**Branch/Section**

Signals Maintenance

**Effective Date**

September 2019

**Health Task Risk Assessment Category**

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**Reporting relationships**

Superordinate: Signal Supervisor, Level 5

Subordinates: No Direct Reports

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**Key role of this position**

Maintains or assists infrastructure systems maintenance and trades employees in carrying out the safe, efficient and effective first line maintenance of power/mechanical signalling equipment and protected level crossing systems.

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**Core duties and responsibilities****Technical**

- Performs a wide range of non-trade tasks individually, under supervision and as a member of a team.
- Performs routine signal maintenance tasks (corrective and preventative), running repairs and fault finding on signalling equipment and machinery, vehicles, mechanical plant and other equipment, consistent with level of competence and training.
- Erects and positions signalling structures and mechanical equipment along the railway.
- Identifies and reports defects or corrective works, within the scope of maintenance tasks undertaken.
- Completes basic workplace forms, records, measurements and calculations.
- Reads signals schematic plans in relation to maintenance tasks.
- Shifts materials and equipment and ensures safe work practices are applied.
- Climbs and works on signal poles, gantries and masts.
- Works in live locations, confined spaces and at height when necessary; and on various terrains and on rail reserve, within 3 metres of running trains.
- Maintains and uses relevant hand and power tools, equipment and machinery, including operating a Road Rail Vehicle.
- Ensures plant, machinery, tools, equipment and the work site are left in a clean and safe condition.
- Digs trenches, locates and lays cables and undertakes other manual work tasks related to signals maintenance.

- Drives/operates motor vehicles, other vehicles, mechanical plant and equipment where required.
- Exercises safe working procedures.
- Accesses, secures and restores worksite.
- Implements safety procedures necessary for signal maintenance work on site.
- Works safely, within the scope of knowledge, experience and training

### **Compliance**

- Ensures all work performance and access requirements for internal and external workers fully comply with the Public Transport Authority's (PTA) safety standards, operational procedures and corporate policies.

### **Administration**

- Maintains necessary records, including completing relevant forms, paper based job cards, log books and diaries
- Accesses and uses computer systems and applications.

### **Training and Development**

- Undertakes necessary training including in specified units of competency stated in Signal Maintainer Pathway and enterprise specific training as directed, on and off the job.
- Maintains Track Access Accreditation at the appropriate level required.
- Maintain competency, including ensuring currency of competency and required licences.

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## **SELECTION CRITERIA**

### **1. Core Competencies**

- Satisfactory numeracy and literacy skills, including demonstrated ability to complete physical measuring tasks using basic measuring wheels, tapes etc and record results.
- Sound mechanical aptitude, including ability and practical experience using and operating relevant hand and power tools, machinery and equipment on various terrain.
- Demonstrated competence in all lower level Signal Maintainer requirements (as outlined in the Signal Maintainers Pathway Program), or the equivalent skills, knowledge and signal maintenance experience.
- Satisfactory completion of the PTA's Electrical Fundamentals course, or equivalent.
- Current accreditation in the following:
  - Working at Heights
  - Working in Confined Spaces
  - Construction Industry White Card.
- Relevant knowledge of railway operations and perway, including rail safety regulations, policies and procedures.
- Demonstrated knowledge of and practical ability to apply safety standards, operational procedures and signal maintenance procedures relevant to the role and responsibilities of the position.
- Current Western Australian 'C' 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.

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

- Satisfactory communication skills (written, verbal and interpersonal), including the ability to work effectively as part of team.

### **3. Computer Literacy**

- Demonstrated computer skills.

### **4. Personal Attributes**

- Demonstrated:
  - Commitment to safety
  - Willingness to participate in ongoing development and training; and
  - Capacity to use initiative and appropriate judgement, and work in a reliable and responsible manner.

## 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 work unsocial and irregular work hours, including Saturdays, Sundays and Public Holidays, rostered and standby requirements and attend call outs at short notice.
- Ability and willingness to undergo all training required.
- Ability and willingness to work at any location on the PTA's urban rail network as required.
- Applicants must meet the requirements of the Signal Maintainers Pathway Program or equivalent, as amended from time to time as required.
- Termination of the appointment may occur where an applicant does not meet the special requirements within the specified period of time after appointment.
- All licenses/tickets relevant to this position must be maintained on an ongoing basis and may be required by the Public Transport Authority from time to time.

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### 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**

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**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**