



## Job Description Form

### Our Purpose

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

**Position Title**

Track Inspector/Trainee Track Inspector

**Level**

3

**Position Number**

36036, 36037, 36116,  
36142, 36167, 36197  
(Operational)

**Division/Directorate**

Network & Infrastructure

**Branch/Section**

Track

**Effective Date**

December 2021

**Health Task Risk Assessment Category**

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**Reporting relationships**

Superordinate: Maintenance Superintendent - Track, Level 6

Subordinates: No Direct Reports

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**Key role of this position**

Assists with the inspection, protection, certification and reporting on the safe and proper condition of all of Track Assets across the PTA network.

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**Core duties and responsibilities****Asset Inspection & Management**

- Assists in the provision of technical guidance, expertise and support in the maintenance and repair of Track Assets to meet all the PTA's requirements and standards
- Assists and/or conducts asset inspections and examinations as per Track Inspector Competency Framework
- Assists Senior Track Inspector with special inspections and monitoring of sharp curves prior to summer
- Monitors defects and assists Senior Track Inspector with defects testing
- Provides advice in relation to imposing and removing temporary speeds
- Marks track for resurfacing
- Assists with protecting and arranging repairs to permanent way assets where required.
- Initiates work requests and completes closure docket
- Undertakes works job scoping in restricted sections
- Verifies and checks work undertaken by contractors in certain restricted locations
- Enters and maintains asset data using the PTA's data management systems

**Plant/Equipment**

- Operates Light Vehicles and on-track equipment (including RRV) and plant, in accordance with safeworking rules and regulations.

## Safety & Compliance

- Ensures the safety of personnel and equipment is maintained at all times
- Assists with ensuring all work performance and access requirements for internal and external workers are fully complied in accordance with Public Transport Authority's Code of Practises, safety standards, operational procedures and corporate policies

## Training & Development

- Assists in provision of on-the-job training to other staff, including Trainee Track Inspectors
- Undertakes all required training and maintains competency (including Track Access Accreditation at the required level), including ensuring currency of competency and required licences

## Other

- Lubricates points as required
- Carries out as required, such work related tasks and functions that are within the limits of the employee's skills, competence and training.

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## SELECTION CRITERIA

### 1. Core Competencies

For appointment as Track Inspector, Level 3 (i.e. 100% salary rate)	For appointment as Trainee Track Inspector, Level 3 (i.e. 85% salary training rate)
<ul style="list-style-type: none"><li>• Possession of Certificate II in Rail Infrastructure (preferably specialising in track maintenance and/or inspection) and the following units of competence (or equivalent):<ul style="list-style-type: none"><li>○ TLIB3099 Examine Track Infrastructure</li><li>○ TLIB3100 Visually Inspect Track Infrastructure</li></ul></li><li>• Experience inspecting railway systems/ perway</li><li>• Demonstrated competency to undertake all aspects of this position, as defined in the PTA's Track Inspector Competency Framework</li><li>• Relevant understanding of:<ul style="list-style-type: none"><li>○ Technical standards and codes of practice, particularly as they apply to the Perway and</li><li>○ Railway Safety Management</li><li>○ Track fundamentals</li></ul></li><li>• Mechanical and technical ability to operate on-track equipment and plant (including rail inspection vehicles)</li></ul>	<ul style="list-style-type: none"><li>• Previous experience working in a safety critical and/or regulated environment.</li><li>• Demonstrated ability to interpret and apply regulations, legislation, standards</li><li>• Demonstrated understanding of safe work practices and safety management systems</li><li>• Mechanical and technical ability to operate on-track equipment and plant</li></ul>

### 2. Communication and Interpersonal

- Sound numeracy, literacy, accuracy and attention to detail.
- Well-developed written, verbal and interpersonal communication skills, including a demonstrated ability to:
  - Build and maintain effective working relationships with a wide range of people.
  - Work effectively both within a team environment.

### 3. Conceptual, Analytical and Problem Solving

- Sound analytical and problem solving skills, including the ability to analyse, research and evaluate information and data and provide recommendations to address problems

### 4. Organisation

- Sound organisational skills, including the ability to achieve agreed targets and timelines through effective time management

**5. Computer Literacy**

- Satisfactory level of computer literacy, including a demonstrated ability to competently use Microsoft Office and capacity to use PC based diagnostic tools and software packages.

**6. Personal Attributes**

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

**7. Special Requirements**

- Satisfactory completion of required medical examinations (including psychometric assessment) to verify psychological and 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.
- Subject to satisfactory integrity checks and police clearance.
- Ability to work unsocial and irregular hours including shift and weekend work.
- Applicants agree to comply with Public Transport Authority’s Alcohol & Drugs Policy and Procedure, which includes random testing.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver’s License or equivalent.
- Applicants must meet the training and competency requirements for the Track Inspector L3 role within the required timeframe. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time. This includes the following levels of safeworking accreditation:

<b>Track Inspector, Level 3 (100% salary rate)</b>	<b>Trainee Track Inspector, Level 3 (85% salary training rate)</b>
<ul style="list-style-type: none"> <li>• Protection Officer Level 1 (PO1) Track Access Permit.</li> <li>• Protection Officer Level 2 (PO2) Track Access Permit</li> </ul>	<ul style="list-style-type: none"> <li>• Supervised Worker (SW)</li> <li>• Protection Officer Level 1 (PO1) Track Access Permit.</li> </ul>

**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**

