



Job Description Form

Our Purpose

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

Position Title Rail Infrastructure Planner (High Voltage Equipment)	Level 5	Position Number 35120, 36356
Division/Directorate Network & Infrastructure	Branch/Section Safety & Quality	
Effective Date January 2022	Health Task Risk Assessment Category 3	

Reporting relationships

Superordinate: Rail Infrastructure Access Superintendent, Level 6

Subordinates: No Direct Reports

Key role of this position

Plans requests for authorisation of work in proximity to High Voltage Equipment, and develops Isolation Earthing Plans ensuring the safe and compliant isolation of the Traction Distribution System.

Core duties and responsibilities

Planning work associated with High Voltage Equipment

- Plans and schedules applications for work on or near the Overhead Line Equipment (OLE) ensuring adequate isolation of the Traction Distribution System that complies with relevant procedures and rules.
- Ensures that requests are in line with operational requirements for train services.
- Provides advice on electrical requirements to personnel requesting access to the network working in proximity to the OLE.
- Creates entries into the Isolation Form Database, including entering correct Isolation limits and Isolation points, for the safe testing and earthing of the Traction Distribution System.
- Assists with the development, review and implementation of procedural documentation pertaining to planning work associated with High Voltage Equipment
- Creates work orders in the Computerised Maintenance Management System (CMMS) and ensures start and finish dates/times align with occupation and permit times.
- Produces performance reports on High Voltage access planning effectiveness.
- Identifies efficiencies and continuous improvement opportunities related to the planning and execution of work on or near High Voltage Equipment.

Training

- Assists personnel in utilising the CMMS to capture work related data.
- Provides advice and training on all matters relating to Permit to Work applications and best methods for working within proximity to OLE.

Other

- Undertakes maintenance planning duties as required.
- Undertakes other duties as directed.

SELECTION CRITERIA

1. Core Competencies

- Demonstrated experience in planning, scheduling and estimating.
- Possession of an 'A' grade Electrical Workers licence and/or considerable experience in OLE Equipment as a Nominated Person Type B.
- Considerable experience in accessing, reading and interpreting drawings of Overhead Lines and/or electrical assets.
- Experience in providing technical advice pertaining to working on or near OLE.

2. Leadership and Management

- Demonstrated experience in effectively supervising others in the achievement of deadlines and maintenance of quality standards.

3. Communication and Interpersonal

- Strong negotiation skills and sound written, interpersonal and verbal communication skills.
- Demonstrated experience in liaising with stakeholders and/or customers to achieve business outcomes.

4. Conceptual, Analytical and Problem Solving

- Demonstrated strong analytical and problem solving skills.

5. Organisation

- Demonstrated experience in organising and prioritising tasks, and being proactive with a high degree of initiative.

6. Computer Literacy

- High level computer skills in MS Excel and other software including demonstrated experience with (CMMS) and willingness to learn and adapt to customised systems.

7. 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 three months or less from the date of application for the position.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - PTA Track Access Permit; minimum of Supervised Worker (SW).

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