



Job Description Form

Our Purpose

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

Position Title

Fleet Administration Officer

Level

3

Position Number

35207

Division/Directorate

Transperth Train Operations

Branch/Section

Mechanical Engineering

Effective Date

May 2022

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Production Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

Provides fleet administration support for the Public Transport Authority's (PTA) diesel Rollingstock assets and facilities and control of local depot procedures. Manages depot administration duties including taking control of internal and external documentation and undertaking various other administration duties including report writing.

Core duties and responsibilities

Document Control

- Registers and controls internal and external documentation.
- Manages and develops effective and efficient Rollingstock fleet administrations.
- Integrates with other internal business units and staff in regards to records management and tracking of documents.
- Complies and maintains the document register within the mechanical engineering branch of the PTA.
- Promotes the efficient use of the document control tools.
- Under the direction of the reliability engineer, formats technical documents for approval and publication.
- Responsible for the implementation of and adherence to all PTA policies and procedures.

Administration Support

- Supports the maintenance planner in providing guidance and technical expertise on the use of Computerised Maintenance Management Systems (e.g EMU and Elipse).
- Manages depot calibration register to ensure compliance.
- Responsible for ensuring all timesheets are completed and submitted to payroll.
- Assist Senior Maintenance Coordinator in the development of the depot maintenance plan.
- Raise and close work orders in Ellipse and input drivers log sheets into EMU database.
- Develops and maintains processes and documentation to enable and ensure the efficient, safe and lawful operation of the diesel fleet.
- Manages, schedules and books internal/external training for staff and contractors.
- Completes accurate maintenance of training records including course results and file management for employees and contractors.
- Manages and updates training information within the training data base.
- Remains updated on local depot procedures including control of local lifting equipment and calibration.
- Remains updated on the PTA's safety regulations, purchasing regulations and environmental standards for fleet administration, purchasing and WH&S functions.
- Oversees the documentation of the delivery of work site inductions for new employees, visitors and contractors.
- Manages the training plan to ensure staff are trained in correct methods of manual handling, working at heights, track safety and other depot related safe working practices, including on the job coaching as required.
- Liaises with external providers of equipment, materials and uniforms and maintains positive relationships.

Continuous Improvement

- Supports the Reliability Engineer in asset reliability analysis and improvement efforts.
- Participates in regular communication meetings with depot staff including, procedural change briefings, safety and reliability performance briefings and business updates.

System Management

- Performs regular system audits to ensure consistent numbering and naming is undertaken with objective.
- Administration of purchase orders and corrections.

SELECTION CRITERIA

1. Core Competencies

- Relevant administrative support experience including:
 - Experience providing fleet administrative support within a rail environment or maintenance engineering environment.
 - Proven experience in document control, report writing, competency management and distribution and retention of documentation.
 - Proficient in the use of electronic documentation control system software and Microsoft Excel.

2. Communication and Interpersonal

- Sound communication (written, verbal and interpersonal) skills including a demonstrated ability to:
 - Work effectively as a key support person in a team environment.
 - Liaise effectively with a range of clients and stakeholders.

3. Conceptual, Analytical and Problem Solving

- Good conceptual, analytical and problem solving skills, including the ability to use initiative.

4. Organisation

- Good organisational skills, including the ability to work with limited supervision.

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.

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