



Job Description Form

Our Purpose

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

Position Title

Railcar Driver (Passenger Services)

Level

Wages

Position Number

Claisebrook
Mandurah
Nowergup

Division/Directorate

Transperth Train Operations

Branch/Section

Operations

Effective Date

August 2022

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Depot Manager Claisebrook, Level 6
Depot Manager Mandurah, Level 6
Depot Manager Nowergup, Level 6

Subordinates: No Direct Reports

Key role of this position

Operates electric suburban trains in a safe and efficient manner in the Transperth Train Operations division.

Core duties and responsibilities

- Operates electric suburban railcars in either single or multiple consists and prepares, shunts, marshalls and assembles railcar consists.
- Ensures that customers of the Public Transport Authority (PTA) receive a comfortable, safe, secure, timely and environmentally friendly means of transport.
- Provides timely information to passengers utilising either on-board computer systems or a public address systems and responds to public enquiries.
- Diagnoses and/or liaises with specialist staff for all Electric Multiple Unit faults and failures; performs fault finding following step by step procedures in accordance with fault manuals and carries out minor running repairs.
- Prepares relevant documentation including reports in respect to railcar defects, accidents, incidents and irregularities.
- Operates communication equipment in accordance with correct procedures (e.g. fixed and portable radio).
- Maintains effective liaison with support staff.

Essential Work Related Requirements

1. Job Specific

- Basic mechanical or technical ability
- Applied literacy (includes basic computer literacy) and numeracy skills adequate to perform basic workplace communications and calculations.

2. Communication and Interpersonal

- Good communication skills (written, oral and interpersonal), including the ability to understand written and verbal instructions.
- Proven customer service skills.
- Ability to work within a team environment.

3. Conceptual, Analytical and Problem Solving

- Good problem solving skills.

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.
- Subject to satisfactory integrity and police clearance.
- Ability to work unsocial and irregular hours including shift and weekend work.
- Ability to work temporarily at other Transperth Train Operations depots other than where assigned.
- Applicants agree to comply with Public Transport Authority's Alcohol & Drugs Policy and Procedure, which includes random testing.
- Applicants agree to abide by Public Transport Authority's dress code/corporate image and safety standards.
- Possession Certificate IV Train Driving or equivalent.
- Possession of a current Western Australian 'C' or 'C-A' Class Drivers License 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 Authority may be required.
- Appointment is subject to a probationary period of three months following satisfactory completion of training requirements. Applicants must meet the special training requirements shown below within this time. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time.
 - Safeworking Qualifications
 - Electrification Safety and Awareness
 - Workplace First Aid or Equivalent
 - Customer Service Course
 - Dangerous Goods Awareness
 - Rail Traffic Crew (RTC Urban) Track Access Permit.

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

