



Job Description Form

Our Purpose

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

Position Title

Trainee Signal Maintainer

Level

REA 2

Position Number

32548, 32725, 32934

Division/Directorate

Network & Infrastructure

Branch/Section

Signals / Signals Claisebrook

Effective Date

October 2022

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Signals Supervisor, Level 5

Subordinates: No Direct Reports

Key role of this position

To assist in carrying out the safe, efficient and effective first line maintenance of signalling system infrastructure.

Core duties and responsibilities

Technical

- Takes direction and undertakes on the job learning.
- Performs a wide range of non-trade tasks exercising basic work skills under direct supervision.
- Performs routine signal maintenance tasks, either individually or in a team to the level of training.
- Recognises and addresses basic faults in machinery or equipment.
- Completes basic workplace measurements.
- Shifts materials and equipment and undertakes manual maintenance work required, ensuring safe work practices are applied.
- Assists with erecting/positioning signalling structures and mechanical equipment along the railway, under direction .
- Reads signals schematic plans in relation to maintenance tasks.
- Climbs and works on signal poles, gantries and masts (once appropriately trained).
- 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 (once appropriately trained).
- Uses relevant hand tools, equipment and machinery associated with work area.
- Ensures plant, machinery, tools, equipment and the work site are left in a clean and safe condition.
- Digs trenches, lays cables and other manual tasks related to signals maintenance, including climbing and working on signal poles and gantries.
- Drives and operates light vehicles, relevant equipment and machinery.
- Exercises safe working procedures.
- 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, log books and diaries.
- Accesses and uses computer systems and applications.

Training and Development

- Undertakes necessary training including any specified units of competencies and enterprise specific training as directed, on and off the job.
- Maintains Track Access Accreditation at the appropriate level required.
- Maintains competency, including ensuring currency of competency and required licences.

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 the ability to use relevant hand and power tools, machinery & equipment on various terrain.
- Relevant understanding of railway operations and perway, including rail safety regulations, policies and procedures
- Demonstrated knowledge of and ability to apply safety standards, operational procedures and signal maintenance procedures relevant to the role and responsibilities of the position.

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.
- Applicants must satisfactorily complete the accreditations shown below within an agreed period:
 - Working at Heights
 - Working in Confined Spaces
 - Construction Industry White Card
- Ability and willingness to work at any location on the PTA's urban rail network as required.
- 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 Authority may be 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.

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