



# Job Description Form

### Our Purpose

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

**Position Title**

Maintenance Supervisor – Electrical Power

**Level**

5

**Position Number**

36480  
(Nominated, Operational)

**Division/Directorate**

Network & Infrastructure

**Branch/Section**

Electrical

**Effective Date**

November2022

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Maintenance Superintendent – Electrical Power, Level 6

Subordinates: No Direct Reports

### Key role of this position

- Responsible for the operational performance of the power supply to Overhead Line Equipment (OLE) and other electrical infrastructure, including non-traction High Voltage (HV) equipment, substations and track section cabins.
- Monitor electrical operations for compliance with relevant regulations and Public Transport Authority standards, including support in drafting procedures and associated documentation.

### Core duties and responsibilities

#### Leadership

- Provides input, guidance, technical expertise and support in the maintenance and repair of the high voltage and low voltage assets to meet all the Public Transport Authority's (PTA) requirements and standards.
- Contributes to the strategic direction, planning and performance ensuring team members have clarity and understanding of expectations and standards.
- Contributes to achieving operational performance targets against KPI's, action plans and other measures, taking necessary action to improve performances.

## **Supervision**

- Supervises maintenance staff in the delivery of the service contract, for maintenance and urgent works, for HV Traction and non-Traction assets.
- Monitors the quality and quantity of all work undertaken by contract or internal resources ensuring it is completed as planned and provides recommendations where appropriate.
- Inspects all relevant site records and documents of the section ensuring they are accurately managed in accordance with the legislative and obligatory requirements and PTA requirements.
- Conducts and coordinates regular inspections of the electrification system and reports on findings. Attends, investigates and reports on emergencies, accidents, incidents or complaints associated with the electrification system.
- Prepares and controls maintenance work programs ensuring work is carried out in accordance with good asset management principle, ensuring work order completion and works scheduling is completed in accordance with maintenance processes
- Works collaboratively with the Inventory Team to procure, accurately monitor and account for the inventory to ensure sufficient levels of stock are available for maintenance tasks.
- Monitors the asset management database and its accuracy to allow for scheduling and servicing of assets at the required level and specified frequency.
- Assists in investigations of high voltage and low voltage incidents.

## **Training and Development**

- Delivers technical and safety training on the electrical installations and control systems and assist with the development of training and development strategies, programs and systems to meet statutory requirements and standards.
- In consultation with the Workplace Trainer and Assessor, identifies appropriate training and development areas to ensure that relevant staff are competent to carry out their maintenance activities, providing personal coaching and mentoring of others in support of works delivery.

## **Continuous Improvement**

- Assists with the development of control systems to monitor the quality and quantity of all work undertaken by contract or internal resources are completed as planned and provides recommendations where appropriate.
- Assists with evaluation and assessment of the suitability of new technologies, as required, relevant to the improvement of relevant systems performance.
- Monitors processes and work practices; recommending changes with a view to improving the systems and introduce best practice.

## **Compliance**

- Inspects the PTA's Traction Power plants and installations for compliance with standards and regulations.
- Monitors all work performance and access requirements for internal and external workers on the traction power system comply with the PTA's safety standards, policies and operational procedures.
- Assists with the preparation of procedures and associated documentation for the traction distribution system, safety and operations in accordance with legislative and departmental requirements.

## **Stakeholder Liaison**

- Liaises with the functional and operational areas within the PTA and relevant government agencies, as required, to achieve optimum train service operations.
- Liaises with other operational areas on issues relating to the electrical safety implications on the traction distribution system, including technical advice to maintainers.

## **Other**

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

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## SELECTION CRITERIA

### 1. Core Competencies

- Possession of a current Western Australian Electrical Workers Licence “A” grade.
- Demonstrated experience in and knowledge of High Voltage (HV) distribution maintenance and construction
- Sufficient experience in assessing, reading and interpreting drawings of HV related electrical assets
- Demonstrated experience in safely applying health and safety legislation including Australian Standards relevant to electrification systems.
- Ability to implement and evaluate training and development strategies, programs, policies and systems.
- Proven ability to work under emergency and high-pressure conditions to make timely and accurate decisions
- Preferably sufficient knowledge of, or experience in, 25kVac electrification of railway and railway functions
- Preferably good understanding of Rail Safety Legislation

### 2. Management and Leadership

- Demonstrated skills and experience in engaging with and supervising teams/individuals within a high-risk environment, to deliver organisational requirements.

### 3. Communication and Interpersonal

- Well-developed written, verbal and interpersonal communication skills including excellent negotiation skills and customer service skills and accuracy on documentation.

### 4. Conceptual, Analytical and Problem Solving

- Well-developed analytical and problem-solving skills, including developing innovative solutions to engineering/ technical problems.
- Demonstrated ability to take control and resolve problems in emergency situations.

### 5. Computer Literacy

- Proficient in the use of relevant computer applications and technology, including SCADA systems and Asset management Systems, such as Ellipse.

### 6. 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.
- Possession of a current Western Australian 'C' or 'C-A' 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.
- Ability to work shift work and/or weekend work as required to a 24 hour 7 day roster, including call outs.
- Prepared and able to work unsociable hours, callouts and emergencies, accidents or inspections, sometimes at short notice.
- Applicants must meet the special requirements shown below within an agreed period of time after appointment. Cancellation of the appointment will occur where an applicant does not meet the special requirements within the agreed period of time.
  - Individual Access - Track Access Permit
  - Basic Workplace First Aid Level 1
  - Nominated person for Traction Distribution System type A
  - Nationally accredited trainer and assessor Category 1.
  - Relevant electrical competencies
  - OS&H training for supervisors

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**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**