



Job Description Form

Our Purpose

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

Position Title

Depot Master Mandurah

Level

4

Position Number

30235, 30237, 30397, 35105
(Nominated, Operational)

Division/Directorate

Transperth Train Operations

Branch/Section

Operations

Effective Date

January 2023

Health Task Risk Assessment Category

2

Reporting relationships

Superordinate: Depot Manager Mandurah, Level 6

Subordinates: No Direct Reports

Key role of this position

Provides support to the Depot Manager in the effective, economical and innovative management of the Transperth Train Operations (TTO) Division's activities of the Depot.

Core duties and responsibilities

Operations and Rolling Stock

- Provides leadership in all aspects of the Depot Master's responsibilities and provides proactive support to the Depot Manager.
- Advises Network Control and other relevant stakeholders to ensure availability of railcars to facilitate scheduled arrivals and departures.
- Liaises with Network Control and other relevant stakeholders to meet alterations to scheduled services.
- Liaises with maintenance contractors and other relevant stakeholders for scheduled and unscheduled maintenance requirements to PTA Railcar Fleets.
- Liaises with Network Control Officers in the event of ground-based support staff being required during operational incidents or other contingencies
- Maintains an appropriate working relationship with the railcar maintenance contractors.
- Liaises with contractors and other relevant stakeholders to ensure Depot security is maintained to the required standard.
- Maintains Depot buildings, staff facilities and equipment in accordance with the Public Transport Authority's (PTA) standards.
- Provides operational support to METRONET future expansion programs.
- Undertakes the role of Area Warden in accordance with the instructions and criteria set out in the Emergency Management Manual in relation to the Mandurah Railcar Depot.
- Provides support to personnel conducting Drug and Alcohol testing to minimize operational delays.
- In consultation with the Depot Manager, provides on the job training, mentoring and support for new Depot Masters and relief Depot Masters.
- Assists the Depot Manager in the investigation of incidents reported on IFRIS and reviews and responds to customer feedback, including customer complaints.

Administration

- Prepares and publishes rosters for Railcar Drivers in accordance with relevant Industrial Agreements using PTA Rostering Software.
- On shift, adjusts rosters as necessary for sickness or other contingencies
- Performs timekeeping duties and coordinates the production of payroll data files in accordance with the Rostering and Payrolls System (RAPS) and liaises with the PTA's Payroll Section as required.
- Issues general instructions to staff concerning Depot requirements for Network Operations.
- Submits timely and accurate reports and recommendations to formulate continuous improvement methods in accordance with the PTA's Quality Assurance System.

Staff

- Actively contributes to the development and maintenance of a strong teamwork culture within the Transperth Trains Operations Division and the PTA in general.
- Motivates, coaches and provides support to staff within area of supervision.
- Supervises and supports office administration and operating staff.
- Inspects office cleaning personnel activities and instructs where necessary.
- Ensures depot staff comply with work instructions, policies and procedures, including those related to workplace safety.
- Interviews and provides support for Railcar Drivers involved in Safeworking, critical or other incidents when required.
- Ensures all staff meet the required dress standards.
- Responsible for overall Depot operations when the Depot Manager is not on site.
- Carries out, as required, such tasks and functions that are consistent with the employee's skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Substantial knowledge of and/or experience within a rail operations environment.
- Practical working knowledge of the Public Transport Authority's Safeworking procedures.
- Considerable knowledge of:
 - Occupational Safety and Health principles, practices, policies and procedures.
 - Relevant (PTA) Industrial Awards and Agreements.

2. Management and Leadership

- Well developed leadership skills, including the ability to:
 - motivate and support people
 - assume control in response to serious incidents.
- Demonstrated ability to work autonomously, including using initiative and acting proactively.

3. Communication and Interpersonal

- Well developed communication skills (written, verbal and interpersonal) including relationship building skills.
- Proven mediation and conflict resolution skills.
- Demonstrated ability to work in a team environment.

4. Conceptual, Analytical and Problem Solving

- Well developed problem solving skills, including the ability to review and implement improvements.
- Demonstrated ability to interpret Awards and Agreements.

5. Computer Literacy

- Well developed computer literacy to complete rostering and timekeeping functions for the Depot and prepare payroll information.
- Competent in common office based computer applications such as Microsoft Outlook, Word and Excel.

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 PTA may be required.
- Able to work shift work and / or weekend work as required to a 24 hour 7 day roster.
- Knowledge of surveillance system, emergency evacuation alarm system, railway cleaning tasks and plant operation.
- Satisfactory completion during the probation period of the PTA's Safeworking Double Line Automatic Signalling and Single Line Working Qualifications is essential.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - Operations Officer (OO) Track Access Permit
 - Electrification Safety and Awareness
 - Radio Procedures Course
 - Basic First Aid
 - Fire Wardens Course.

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