



Job Description Form

Our Purpose

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

Position Title

Contract Surveillance Officer – Building Services

Level

5

Position Number

36544
(Operational)

Division/Directorate

Office Major Transport Infrastructure Delivery (OMTID)

Branch/Section**Effective Date**

February 2023

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Delivery Manager, Level 8

Subordinates: No Direct Reports

Key role of this position

As part of the Office of Major Transport Infrastructure Delivery (OMTID) performs inspections, internal audits and carries out surveillance of contractors' works on and off site to confirm compliance with contract conditions and specifications, public safety, rail safety and environmental standards on major transport infrastructure projects.

Core duties and responsibilities

Works Management

- Reviews and assesses Contractors' construction plans.
- Review Contractors works methodology for new installations and any modification to the existing building service infrastructures.
- Reviews Contractors' Safety Plans and ensures contractors and other staff are performing in accordance with Public Transport Authority (PTA) safety requirements.
- Reports on contractors' progress on a day to day basis and maintains accurate records including weather conditions, manpower, plant disposition and traffic management.
- Reports on the quality of the electrical works delivered by contractors (within the person's area of expertise) and produces comprehensive written reports.
- Identifies potential risks associated with the delivery of Building Services works and assists with risk mitigation measures as well as documenting and reporting of the above.
- Ensures that safe working conditions are implemented for consultants and investigative teams working on site on behalf of the Public Transport Authority (PTA).
- Reviews and assesses inspection and test plans.
- Reports on conformance and variance issues against contractual requirements and progress of works by verbal, written and electronic means and issues non-conformance reports to contractor.
- Conducts inspections for the release of hold points as identified in the contract and related documentation, witnesses and formally releases hold points as directed by the Building Services Project Manager.
- Witnesses factory acceptance tests, site acceptance tests and commissioning of Building services equipment and systems.
- Ensures accurate new infrastructure records for the asset management register are provided to PTA by the building services contractors.

Business Support

- Provides recommendations and assessments on contractor progress payments and variation claims.
- Coordinates and assists in the provision of information/statistics for contract progress reports as required.
- Participates in contractual meetings and discussions as required.

Other

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Possession of a current and valid trade licence in a relevant building service discipline for work in WA.
- Knowledge of rail safety.
- Relevant technical expertise, including considerable experience and demonstrated ability in the installation, testing, balancing, adjusting and commissioning of building services; in addition to an understanding of HVAC systems.
- Sound understanding and application of the procedures, codes of practice and specifications for the construction, testing and commissioning of building services along with a demonstrated understanding and awareness of Guidelines set out by AIRAH and ASHRAE.

2. Management and Leadership

- Good understanding of and experience in, managing contractual/contractor relationships and obligations.
- Demonstrated ability to effectively work independently and within a team environment, and to specify and supervise work carried out by others including consultants and contractors.

3. Communication and Interpersonal

- Well developed communication skills, including ability to communicate verbally and in writing, including preparation of technical and general reports using PC based software.
- Well developed relationship management skills, including understanding of and experience in managing contractual/contractor relationships and obligations.

4. Conceptual, Analytical and Problem Solving

- Well developed investigation, problem solving and analytical skills.

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 shift work and/or weekend work as required to a 24 hour 7 day roster including call outs.
- Ability and preparedness to work at moderate heights as well as in confined spaces.
- 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.
- Applicants must meet the special requirement shown below within an agreed period of time after appointment to the position. (Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment):
 - Protection Officer Level 2 (PO2) 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

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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