



Job Description Form

Our Purpose

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

Position Title

Maintenance Manager - Track

Level

7

Position Number

31961

Division/Directorate

Network & Infrastructure

Branch/Section

Track

Effective Date

May 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Track Engineering Manager, Level 8

Subordinates: Perway Superintendent, Level 6
Track Infrastructure Maintenance Analyst, Level 6

Key role of this position

Leads the maintenance team within branch ensuring the Public Transport Authority's (PTA) maintenance practices and asset condition are safe and fit for purpose; developing and contributing to asset management plans, maintenance regimes, project delivery; and all other associated activities in accordance with PTA and regulatory requirements.

Core duties and responsibilities

Leadership and Management

- As a member of the Branch leadership team, contributes to both the Divisional and Branch operational performance and the reliability of assets leading to the effective delivery of services for the PTA.
- Develops and maintains a competent and engaged workforce that is aligned to delivering PTA, Divisional and Branch objectives; managing all aspects of people management requirements in accordance with PTA policies and procedures.
- Provides leadership and management across the Branch and to direct reports in delivering a safe work environment, safe assets and contribute to embedding a strong safety culture; conducting reviews of safety irregularities to review compliance and continuously improve.
- Manages aspects of, and significantly contributes to, general business matters relating to the Branch operation, such as financial management, risk management, policy and procedure compliance, performance reporting and continuous improvements to ensure the branch delivers in accordance to PTA requirements.

Asset Management

- Provides specialist advice to the Branch Manager and other managers with regard to technical matters and strategy for asset maintenance and replacement, acting as a technical expert on all Branch specific matters and for the wider PTA as necessary.
- Delivers the Branch maintenance requirements by developing maintenance plans and programs, working with others to maximise maintenance activities through strong maintenance planning activities; delivering a rapid fault management response capability; managing all associated resource requirements, including contractor management; managing delegated arrangements to achieve business objectives, ensuring that activities assigned are carried out appropriately and to management expectations.
- Supports the Branch Manager in determining the maintenance strategies necessary to comply with Legislation, Standards and other external regulations taking account of best practice; developing and/or contributing towards codes of practice, technical standards, specifications, work instructions, safety procedures and good practice guides recommending appropriate controls to manage works safely.
- Oversees the resource coordination and implementation of asset replacement/ renewal programs, acting as the site installation/ construction lead to deliver renewal programs and projects within the Division and for major projects so that works necessary to deliver PTA goals are identified, specified and achieved.

SELECTION CRITERIA

1. Core Competencies

- Possession of an appropriate Engineering Degree that would satisfy admission to the Institution of Engineers Australia and substantial experience in railway track asset maintenance.
- OR**
- Possession of a trade qualification (diploma level) in a trade discipline and extensive experience in railway track asset maintenance.
 - Substantial experience in applying safety management systems.
 - Awareness of the Rail Safety Legislation.
 - Demonstrated ability and experience in contract and resource management.
 - Demonstrated experience in applying asset management frameworks, standards and/ or codes of practice.

2. Management and Leadership

- Substantial experience in managing the performance of an operational team and financial/physical resources in the achievement of agreed outcomes and providing a customer focused service.

3. Communication and Interpersonal

- Well developed verbal, written and interpersonal communication skill, including negotiation and facilitation skills.
- Demonstrated ability to write concise and well-structured technical reports.
- Ability to develop rapport with internal and external stakeholders.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills with the ability to resolve complex technical and operational problems and issues.

5. Planning and Organisational

- Highly developed organisational skills with the ability to achieve agreed targets and timelines through the use of effective utilisation of resources.

6. Personal Attributes

- Demonstrates self-awareness, insight, astuteness and strong commitment to:
 - Personal development.
 - Safety leadership
 - Developing teams

7. 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.
- Ability to work unsocial hours, callouts, travel and stay away from home station, sometimes at short notice.
- 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:
 - Individual Access (IA) 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

