



Job Description Form

Our Purpose

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

Position Title

Short Term Maintenance Planner

Level

5

Position Number

34442, 34443, 34446, 36334, 36335,
36336, 36337, 36338

Division/Directorate

Network & Infrastructure

Branch/Section

Asset & Engineering Management

Effective Date

July 2023

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Superintendent Short-Term Maintenance Planning, Level 6

Subordinates: No Direct Reports

Key role of this position

Planning, reporting and coordination of maintenance and programs of work in a safe and efficient manner, including the development of work procedures, and the planning of resources to optimise the reliability and availability of the asset systems.

Core duties and responsibilities

Short Maintenance Planning

- Short-term planning and supply chain management – inventory control & maintenance fleet services.
- Coordinates the program of works for maintenance activities, improvements and upgrading work as directed to allow implementation by staff and contractors.
- Supports Maintenance Branches with all aspects of the Computerised Maintenance Management System (CMMS) database including scheduling of tasks, standard jobs and work plans.
- Reviews work orders from the CMMS for the correct equipment, standard jobs, and realistic timeframes; and updating inaccurate work orders before they are given to the Branch.
- Undertakes active and continuous liaison regarding job planning, maintenance tasks, estimated times, corrective works and delivery of works including feedback to Superintendents and Managers.
- Organises track access and/or electrical isolation as required to undertake planned maintenance tasks.
- Liaises with the relevant Branch on work management such as backlog of work, technical reports and performance issues identified through the reporting from the CMMS.
- Develop effective scheduling of maintenance work.
- Implement and deliver Corridor- base maintenance and develop maintenance work pack.
- Develop, monitor, and control maintenance plan
- Develop and maintains effective relationships with all stakeholders.
- Identifies opportunities and promotes continuous improvement with maintenance planning.

Technical

- Provides technical support with asset maintenance plans for designated maintenance areas in compliance with relevant procedures, standards and codes of practice.
- Provides advice on matters related to the specific maintenance discipline in consultation with the relevant Branch.

Training

- Assists personnel in utilising the CMMS to capture work related data.
- Provides advice on matters related to the specific maintenance discipline in consultation with the relevant Branch.

Other

- Undertakes maintenance planning duties as required.
- Undertakes other duties as directed.

SELECTION CRITERIA

1. Core Competencies

- Demonstrated experience in maintenance planning and scheduling.
- Relevant trade/tertiary qualification or substantial experience working in a relevant maintenance discipline.

2. Leadership and Management

- Demonstrated experience in contract supervision and the ability to effectively supervise a team of workers in the achievement of deadlines and maintenance of quality standards.
- Demonstrated experience in planning meeting facilitation with strong engagement of relevant stakeholders to achieve required outcomes.
- Leadership skills with the ability to contribute to a positive and safe culture that contributes to improving the operation of the rail network.

3. Safety

- Promote a positive safety culture.
- Complies with PTA's safety policies and procedures.
- Complies with all legislation and codes of practice related to safety and rail Safe working.

4. Communication and Interpersonal

- Strong negotiation skills and sound written, interpersonal and verbal communication skills.
- Demonstrated experience in liaising with stakeholders and/or customers to achieve business outcomes.

5. Conceptual, Analytical and Problem Solving

- Demonstrated strong analytical and problem-solving skills.

6. Organisation

- Demonstrated experience in organising and prioritising tasks, and being proactive with a high degree of initiative.
- The application of risk management in decision making and planning processes.

7. Computer Literacy

- High level computer skills in MS Excel and other software including demonstrated experience with CMMS and willingness to learn and adapt to in-house programs.

8. 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 License or equivalent.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - PTA Track Access Permit; minimum of Supervised Worker (SW)

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