



Job Description Form

Our Purpose

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

Position Title

Authorised Person

Level

REA 3/3A

Position Number

36316, 36317, 36318, 36319, 36320
(Operational, Nominated)

Division/Directorate

Network & Infrastructure

Branch/Section

Electrical Overhead

Effective Date

December 2021

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Overhead Supervisor, Level 5

Subordinate: No Direct Reports.

Key role of this position

Undertakes Overhead Line Equipment (OLE) switching, High Voltage (HV) testing and earthing for OLE isolations under the direction of a Nominated Person (NP) and general support to maintenance activities, whilst maintaining a safe working environment at all times in accordance with PTA requirements

Core duties and responsibilities

Technical

- Provides support to initial on site response and advice in case of emergencies/incidents and implements solutions to technical issues.
- Undertakes OLE switching, High Voltage (HV) testing and earthing for OLE isolations adhering to rules, procedures and guidelines of working within an electrified railway environment.
- Operates and maintains a wide range of tools and equipment, plant and machinery including ladders, portable earth, high voltage operator sticks, cranes, forklifts and specialised road/rail equipment.

Safety and Compliance

- Ensures tools, equipment and the work site is left in a clean and safe condition.
- Works safely and maintains a safe working environment at all times

Competence

- Maintains Track Access Accreditation at the appropriate level required.
- Maintains competency, including ensuring currency of competency and required licences.

Other

- Uses diagrams and manuals as required.
- Drives and operates light vehicles, relevant equipment and machinery (where appropriately licenced)
- Uses two-way radio/mobile.
- Carries out under the required level of supervision, other such tasks and functions that are within the limits of the employee's skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Sound numeracy and literacy skills.
- Sound mechanical aptitude, including the demonstrated ability and skills level to use relevant hand and power tools, machinery and equipment, during a basic practical assessment
- Current accreditation in Construction Industry White Card
- Western Australian 'HR' Class driver's licence (REA3A only)

2. Communication and Interpersonal

- Sound communication (written, verbal and interpersonal) skills, including an ability to work effectively in a team environment

3. Conceptual, Analytical and Problem Solving

- Relevant technical knowledge and analytical and problem solving skills to undertake the varied responsibilities and tasks of this position.

4. Personal Attributes

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

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 roster covering unsocial hours, including weekends and public holidays, standby requirements and attend callouts at short notice.
- Ability and willingness to undergo all training required.
- Ability and willingness to work at any location on the PTA's urban rail network as required.
- Possession of a current Western Australian 'C' Class driver's licence or equivalent for at least 2 years, 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 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 the specified time after appointment.
- *The following are mandatory and must be obtained within 3 months of appointment:*
 - Supervised worker (SW) Track Access Permit
 - In the case where SW competency is acquired after appointment, the appointee is required to complete a 6 week period of operational experience on the rail network, before training of AP duties
 - Authorised Person accreditation
- *The following are mandatory and must be obtained within 6 months of appointment:*
 - Individual access accreditation
- May be required to obtain and use a Western Australian HR Class Driver's Licence, if requested by the PTA.
- All licenses/tickets relevant to this position must be maintained on an ongoing basis and may be requested by the PTA from time to time.

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