



Job Description Form

Our Purpose

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

Position Title

Rollingstock Supervisor

Level

5

Position Number

35223, 35224, 35225,
35226
(Operational)

Division/Directorate

Transperth Train Operations

Branch/Section

Mechanical Engineering

Effective Date

March 2020

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Senior Maintenance Coordinator, Level 6

Subordinates: Mechanical Rollingstock Technician (x4), REA8
Electrical Rollingstock Technician (x4), REA8

Key role of this position

Monitors, controls and coordinates all technical, safety critical and trades activities associated with the maintenance of the Public Transport Authority's (PTA) fleet of diesel Rail Vehicles.

Core duties and responsibilities

Safety

- Responsible for ensuring all Prospector and Australind Railcars departing the maintenance facility are in full safe working condition as per Rail Safety Standards.
- Responsible for ensuring all service sheets are completed and crossed checked prior to granting authorisation for Rollingstock to enter passenger service.
- Responsible for ensuring that all operations are carried out in a safe manner and that the PTA's Safety and Health policy and procedures are adhered to.
- Responsible for issuing permits to work for fault finding, repair and maintenance of high voltage train systems and components.
- Responsible for conducting in process and post process inspections on the quality of the maintenance of railcars to ensure all safety and quality procedures are adhered to.

Leadership and Management

- Responsible for the effective deployment of all resources available to the maintenance team to ensure that railcar maintenance and overhaul plans are achieved, including the use of external contractors where appropriate.
- Participates in train systems training and leads the competency management processes.

- Responsible for the supervision and coordination of all fault finding, repair, maintenance and overhaul activities.
- Responsible for the coordination of maintenance of Kewdale Depot facilities, plant and equipment to minimise impact on Rollingstock maintenance plans.
- Responsible for ensuring that all activities are carried out in accordance with the PTA's quality policies and procedures.
- Responsible for ensuring that all work activities are carried out in an environmentally responsible manner and accordance with the PTA's Environmental Protection policies.
- Responsible for the implementation of and adherence to all other relevant PTA policies and procedures.
- Provides technical support as required to maintenance teams.
- Manages and publishes the trade's personnel roster to ensure that resource availability matches needs to achieve maintenance plans.
- Develops and maintains a safe working environment.
- Conducts regular briefings to maintenance teams.

Maintenance Planning and Coordination

- Liaises with the Senior Maintenance Coordinator to assist in the planning of Rollingstock maintenance activities.
- Undertakes regular communication meetings with Depot staff including; procedural change briefings, safety and reliability performance briefings and business updates.

Continuous Improvement

- Provides reports on the activities of the maintenance team and Depot operations as required.
- Assists in drafting and reviewing of maintenance instructions and procedures.

System Management

- Undertakes inspections during routine and non-routine maintenance activities.
- Responsible for the accuracy and currency of all data in the CMMS (e.g. EMU and Ellipse).
- Captures data from work orders relating to work undertaken including labour hours and materials used.

Stakeholder Liaison

- Liaises with stakeholders in the development of maintenance and work program plans and schedules.

Other

- Performs other tasks and functions as are within the limits of the employee's skills, competence and training.
- Will be required to participate in the 'On Call' roster. This includes giving direction to maintenance and operational staff providing first line support during out of office hours on a regular basis.

SELECTION CRITERIA

1. Core Competencies

- Technical Trades experience / qualifications in Electrical or Mechanical Rollingstock Engineering Principles.
- Minimum 12 months experience in the maintenance, repair, overhaul and inspection of Prospector and Australind railcars (or similar passenger Rollingstock) safety critical components including Wheel Sets, Axel Boxes, Brakes, Suspension, Doors, Couplers, Engines/Transmissions and Static Convertors.
- Experience of inspection and assessment of Rollingstock safety systems including Air Conditioning systems, Braking systems, Door systems, Hydraulic and Pneumatic high pressurised systems, Automatic Train Protection and Communication systems.
- Experience of inspection and fault finding of low and high voltage electrical systems including HVAC systems, Door Control systems, lighting systems including Alternators, Engines and Capacitor component knowledge.
- Experience in Heavy Maintenance component renewal/changes including, Wheelsets, Bogies, HVACs, Engines, Transmission, SIV's, Alternators, Couplers and Cooling Group components.

2. Leadership and Management

- Demonstrated experience of effectively supervising a team of train technicians in the achievement of production deadlines and safety/quality standards.
- Demonstrated experience in contract supervision.

3. Communication and Interpersonal

- Well developed written, verbal and interpersonal skills.

4. Conceptual, Analytical and Problem Solving

- Demonstrated strong analytical, decision making and problem solving skills.

5. Organisation

- Ability to coordinate activities of own team with those of other areas of the business to achieve outcomes that benefit the whole of PTA.
- Able to organise and prioritise tasks, and be proactive with a high degree of initiative.

6. Personal Attributes

- Demonstrated ability to work unsupervised and without direction in a team environment, to achieve personal and team outcomes.
- Be able to undertake focused work with meticulous attention to detail.

7. Computer Literacy

- High level computer skills in MS applications (Excel/Word) and other software including demonstrated experience with Computerised Maintenance Management Systems (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 Drivers License 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.
- Must be willing to complete Australind and Prospector Competency Assessments and Log Books as per the Mechanical Engineering Branch Competency Assessment Framework within the initial probation period.
- Ability to work shift work and/or weekend work as required to a 24 hour day 7 day roster. 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 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

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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

