



## Job Description Form

### Our Purpose

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

**Position Title**

Electrical Control Officer/Trainee Electrical Control Officer

**Level**

5

**Position Number**

36937, 36938  
(Operational)

**Division/Directorate**

Network and Infrastructure

**Branch/Section**

Asset & Engineering Management

**Effective Date**

November 2023

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Infrastructure Control Manager, Level 7

Subordinates: No Direct Reports

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### Key role of this position

Responsible for the monitoring, control, coordination and the safe and effective operation of critical operational infrastructure assets (25kV Traction distribution system and non-TDS electrical network) including operational assets across the PTA network and access to various sites.

Manages incidents and coordinates emergency situations and response with minimal impact on operational performance across the network including organising, coordinating or leading on integrated system testing for multi-disciplinary assets.

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### Core duties and responsibilities

- Contributes to both branch and Divisional operational performance and the reliability of assets leading to the enable the effective delivery of services for PTA.  
Contributes to the branch engagement and performance by contributing ideas and opinions for improvement; delivering against Divisional and branch objectives and management expectations; maintaining and developing competence and supporting the development of other employees.
- Contributes to developing a positive safety culture, contributing ideas and opinions for continuous improvement in workplace safety.
- Contributes to the requirements necessary for the branch to comply with legislation, standards and other external regulations taking account of best practice, contributing to the development of policies, procedures, tender specifications and other associated documentation, work instructions and good practice guides. Ensures that appropriate controls are in place within the program area to manage non-compliances and deviations from requirements.
- Contributes to project delivery and general business matters relating to the branch operation, such as risk management, performance reporting and continuous improvements to ensure the branch delivers in accordance to PTA requirements.
- Engages with project to assist with planning and execution for testing and commissioning of new and modified critical infrastructure.

- Coordinates, monitors and operates safety critical infrastructure asset systems; cooperating and communicating effectively with maintenance personnel during testing and maintenance activities involving system operation and shutdown to allow maintenance to be carried out safely and to minimise disruption to services.
- Provides advice and effective incident management response service, as the incident manager at the desk or in the field, monitoring or organising action on incidents and system failures in relation to the coordination of technical response, continuing operation, system shutdown etc. and carries out the role of Incident Manager and Site Manager as required in response to incidents.
- Ensures communication and coordination during incident management response follows PTA requirements and that records are completed correctly for further review and analysis.
- Coordinates the inspections and testing of safety critical systems, reporting any concerns through the appropriate channels and ensuring all incident logs and computerised maintenance management systems are accurately updated with information in accordance with PTA requirements.
- Conducts inspections and testing and undertakes regular audits of the data to verify compliance and accuracy
- Contributes towards divisional and branch improvement initiatives and maintaining effective relationships with internal and external stakeholders to facilitate the delivery of Asset Maintenance
- Plans and coordinates with PTA personnel and external parties' safe access to the electrified territory and other assets across the network.
- Undertakes other duties and tasks within the scope of competencies and training.as required/directed.

## SELECTION CRITERIA

### 1. Core Competencies

For appointment as Electrical Control Officer, Level 5 (i.e. 100% salary rate)	For appointment as Trainee Electrical Control Officer, Level 5 learning rate (i.e. 85% salary training rate)
<ul style="list-style-type: none"> <li>• Substantial relevant electrical knowledge and experience, including considerable knowledge and experience in a high-risk SCADA controlled environment, such as Traction Distribution (or equivalent high risk electrical SCADA system) and considerable knowledge and experience in their operation, with a High Voltage Switching certificate highly regarded.</li> <li>• Considerable experience with safety critical systems, such as permit to work processes involving the isolation of hazards, with a High Voltage Switching certificate highly regarded.</li> <li>• Proven ability to read and interpret technical instructions, schedules, diagrams, manuals, SCADA mimics and other associated documents and systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in a safety critical and/or regulated environment.</li> <li>• Relevant electrical knowledge and experience, such as:               <ul style="list-style-type: none"> <li>○ Experience working in a high risk Traction Distribution SCADA or equivalent high risk electrical SCADA system; and/or</li> <li>○ Experience and certification in High Voltage Switching; and/or</li> <li>○ Other relevant electrical experience</li> </ul> </li> <li>• Proven ability to read and interpret technical instructions, schedules, electrical schematics, diagrams and manuals.</li> </ul>

### 2. Management and Leadership

- Proven ability to assume a leadership role in the event of incidents affecting the PTA's rail network.
- Proven ability to monitor operational activities to ensure there safe and efficient operation

### 3. Communication and Interpersonal

- Well-developed written, verbal and interpersonal communication skills, including a demonstrated ability to:
  - Build and maintain effective working relationships with all stakeholders.
  - Negotiate with and influence across all levels in an organisation.
  - Provide clear advice, direction and feedback to emergency personnel and maintenance staff.

### 4. Conceptual, Analytical and Problem Solving

- Well-developed conceptual and analytical skills, including the ability to analyse and assimilate real time information and data from multiple sources, make sound decisions and provide clear advice in stressful situations.

## 5. Planning and Organisation

- Well-developed planning and organisational skills including the ability to work under emergency and high-pressure conditions to make timely and accurate decisions and prioritise tasks to cope with competing demands and priorities.

## 6. Computer Literacy

- Demonstrated ability to competently use MS Office and infrastructure control systems to an intermediate level.
- Proven ability in learning and applying new software.

## 7. Personal Attributes

- Demonstrates self-awareness, insight, astuteness and strong commitment to:
  - Personal development and the development of others.
  - Safety Management.
  - Collaborative working.

## 8. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Satisfactory completion of aptitude, psychometric and psychological assessment to verify suitability 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 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 to shift work and weekends as required to a 24-hour 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.
  - Individual Access (IA) Track Access Permit
  - Applicants must meet the requirements of the Infrastructure Control Competency or equivalent, as amended from time to time within and agreed period after appointment.
  - Relevant skill set required to induct, mentor and assess team members.

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### 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**