



## Job Description Form

### Our Purpose

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

### Position Title

Asset Readiness Coordinator

### Level

5

### Position Number

34855

### Division/Directorate

Network & Infrastructure

### Branch/Section

Asset & Engineering Management

### Effective Date

December 2023

### Health Task Risk Assessment Category

3

### Reporting relationships

Superordinate: Manager Asset Readiness – L7

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

#### Asset Readiness

- Coordinate with projects and engineering branches on EIS needs, asset information, maintenance tactics, maintenance access and defects management.
- Support the digital engineering team to complete the asset information.
- Work closely with the maintenance readiness advisor to complete the defect, FCR, NCR and work readiness database for PTA.
- Ensure all OEM manuals and documents are ready for maintenance purposes after EIS activities and fit for smooth rail operations and maintenance.
- Work closely with the operation readiness team and ensure that maintenance requirements are fed correctly in the operation readiness plan and activities.
- Provide work readiness support to the asset planning team for all major maintenance renewal works.
- Coordinate future defect rectification with contractors and branches.
- Work closely with RRP and the maintenance team to provide support related to asset information and asset assurance.

#### 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 project handover data.
- Provides advice on matters related to the specific maintenance discipline in consultation with the relevant Branch.

## Other

- Support the maintenance system team for improvement projects.
- Undertakes other duties as directed.

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## SELECTION CRITERIA

### 1. Core Competencies

- Demonstrated experience in project defect and readiness management.
- Relevant trade/tertiary qualification or substantial experience 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 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)

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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**