



Job Description Form

Our Purpose

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

Position Title

Maintenance Superintendent - Track

Level

6

Position Number

32516, 36182, 36315, 36326
(Operational)

Division/Directorate

Network & Infrastructure

Branch/Section

Track Branch

Effective Date

July 2022

Health Task Risk Assessment Category

1

Reporting relationships

Superordinate: Maintenance Manager - Track, Level 7

Subordinates: Senior Track Inspectors, Level 4 (x4),
Track Inspectors Level 3 (x6),
Reserve Maintainers REA Level 5 (x2), REA Level 3 (x3)

Key role of this position

Responsible for the leadership and management of the Track maintenance team activities which includes routine maintenance, construction, upgrades and modifications of the branch assets; contributing to the overall performance, reliability and compliance of the PTA network.

Core duties and responsibilities

Leadership

- Contributes to the strategic direction, planning and performance ensuring team members have clarity and understanding of expectations and standards.
- Contributes to achieving operational performance targets and the reliability of assets leading to the effective delivery of services for the PTA.
- Develops and maintains a competent and engaged workforce that is aligned to delivering PTA, Divisional and Branch objectives; managing all aspects of people management requirements in accordance with PTA policy and procedure.
- Contributes to developing a positive safety culture, undertaking incident management and investigation activities embedding required improvement; contributing ideas and opinions for continuous improvement in workplace safety and maintenance delivery ensuring works carried out comply with PTA requirements and other legislative requirements.
- Manages and supports general business matters relating to relevant branch operations, such as financial management, risk management, inventory management, policy and procedure development, performance reporting and continuous improvements to ensure the branch delivers in accordance to PTA requirements.

Asset Management

- Provides specialist technical leadership, support, coaching and guidance with regard to asset maintenance, construction and renewal; acting as a technical expert on branch specific matters and for the wider PTA as necessary.
- Delivers maintenance activities through effective planning and compliance; delivering a rapid fault management response capability; managing resource requirements, managing delegated arrangements and ensuring that activities assigned are carried out appropriately.
- Contributes to the development of codes of practice, technical standards, specifications, work instructions, safety procedures and good practice guides, maintenance strategies/ plans and programs in compliance with Legislation, Standards and other external regulations.
- Oversees the resource coordination and implementation of asset replacement/ renewal programs to deliver the program of works necessary to deliver PTA, Divisional and Branch goals.

Other

- Carries out, as required such tasks and functions that are within the limits of the employee's skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Suitable experience working in a rail environment with: possession of a relevant Certificate IV in Transport and Logistics, preferably Certificate IV in Rail Infrastructure; OR a Civil or Mechanical Engineering Degree or a Diploma in a relevant field and/or substantial experience in the maintenance of civil/track assets, including applying track maintenance and construction policies, techniques and procedures.
- Good experience and understanding of the capabilities of major tools and machineries required for maintenance and construction of track in a railway environment.
- Substantial experience in applying safety management systems and knowledge of current Rail Safety Legislation.
- Demonstrated ability and experience in supplier management and/or workforce management.

2. Leadership and Management

- Demonstrated experience in managing the performance of an operational team, with the ability to engage and empower teams and individuals and to deliver organisational requirements.

3. Communication and Interpersonal

- Sound verbal, written and interpersonal communication skill, including negotiation and facilitation skills.
- Ability to develop rapport with internal and external stakeholders

4. Conceptual, Analytical and Problem Solving

- Well-developed conceptual and analytical skills with experience identifying trends and issues and making recommendations that contribute towards ongoing improvements.
- Demonstrated ability to resolve complex technical, safety and operational problems or issues.

5. Organisation

- Well-developed organisational skills with the ability to achieve agreed targets and timelines through the use of effective teamwork and delegation.

6. Computer Literacy

- Sound level of computer literacy, including a demonstrated ability to competently use relevant PC based diagnostic tools and software packages.

7. Personal Attributes

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

8. Special Requirements

- Possession of a current Western Australian 'C' or 'C-A' Class Driver's 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 Authority may be required.
- 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 unsociable hours on occasions and attend to callouts outside of normal hours.
- Ability to travel, work and stay away from home station, sometimes at short notice.
- On call as part of a pool of superintendents after hour's on-call.
- 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.
 - PO1/ PO2 Track Access Accreditation
 - Senior First Aid
 - All requirements stated in the Competency Framework

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