Public Transport Authority

Job Description Form

Our Purpose

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

Position Title	Level	Position Number
Maintenance Officer	3	30151, 34901, 34902, 35267, 35835, 35837, 35838, 35841, 35970

Division/Directorate	Branch/Section
Network & Infrastructure	Facilities

Effective Date	Health Task Risk Assessment Category
June 2021	3

Reporting relationships

Superordinate: Maintenance Manager – Facilities, Level 7 or Maintenance Superintendent -Facilities Level 6
Subordinates: No Direct Reports

Key role of this position

The primary function of this position is to monitor the contractors in the delivery of minor repairs to the facilities, air-conditioning, electrical, mechanical services, emergency equipment and associated SCADA systems and building related equipment across various stations within the PTA Network. This includes monitoring and coordination of preventive, corrective and breakdown maintenance to ensure completion and compliance to requirements.

Core duties and responsibilities

- Monitor preventative maintenance on the air conditioning, electrical, mechanical and emergency equipment within the station facilities.
- Proactively monitor and schedule breakdown, corrective and planned maintenance ensuring completion on time.
- Carries out station inspections of equipment and facility structures and records and monitors actions needed.
- On site coordination, providing access, monitoring safety practices and permits work.
- Attends and manages rectification to all minor faults on the above services and equipment within the station.
- Attends call outs for plant and fire alarms as and when required.
- Carries out station facilities safety audits.
- Maintains the station facilities emergency services .ensuring adherence to public safety requirements.
- Provides occupational safety and health induction of contractors.

- Monitors contractors engaged to maintain and repair plant and equipment within the station facilities.
- Purchases and maintains adequate supply of spare parts for station facilities and surrounds.
- Provides administrative support for complex projects.
- Monitors contractor performance and reports to the Facility Coordinator.

SELECTION CRITERIA

1. Core Competencies

- Possession of a Trades Certificate or demonstrated experience working in multi-disciplinary maintenance and/or project activities.
- Proven experience supervising staff and/or contractors in multi-disciplinary projects and/or station maintenance activities.
- Very good knowledge and understanding of the Occupational Safety and Health Act and Regulations particularly in relation to safe work practices.

2. Communication and Interpersonal

- Good interpersonal and communication skills, including the ability to liaise effectively with others.

3. Conceptual, Analytical and Problem Solving

- Sound problem solving skills and ability to use initiative.

4. Computer Literacy

- Ability to use relevant computer applications (including Microsoft Office), with a demonstrated capacity to maintain complete and accurate records.

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 outside normal office hours and to attend after hours call outs.
- 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.
- 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.
    - Supervised Worker (SW) Track Access Permit
- Ability to accept call outs, outside of normal working hours (including weekends and nights) and ability to work, travel and stay away from home station sometimes at short notice.
- On call as part of a pool of Facilities Maintenance Advisor after hours on-call roster Attend to phone calls on a mobile phone provided by the PTA.

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**