



## Job Description Form

### Our Purpose

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

**Position Title**

Trainee Control Systems Officer /  
Control Systems Officer

**Level**

5

**Position Number**

30246, 32630, 36500, 36501,  
36502, 36503,  
(Operational, Nominated)

**Division/Directorate**

Information Management & Operational Systems

**Branch/Section**

Operational Technology

**Effective Date**

May 2024

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Control Systems Team Leader, Level 6

Subordinates: No Direct Reports

### Key role of this position

Maintains the performance of Control Systems, encompassing the control and communications-based systems on the network, to ensure the reliability and availability of real-time control systems for efficient train operations. In addition, the position is responsible for ensuring that all train control systems maintenance, repairs and associated works are completed to the Public Transport Authority's (PTA) and relevant standards and customer requirements.

### Core duties and responsibilities

**Network Administration of Control Systems**

- Implements new accounts and access to control systems assets once approved by the Team Leader.
- Responsible for the log files interpretation during investigation of system faults and software upgrades as directed by the Control Systems Team Leader.

**Technical and Supervision**

- Conducts fault analysis, investigates and reports all incidents involving train control systems and prepares technical reports on maintenance and repairs activities to ensure maximum effectiveness of the systems.
- Performs hardware and software maintenance work on the train control systems to ensure the real-time reliability and availability of the system.
- Performs system modification as approved by the Control Systems Team Leader to ensure that the systems are operating at maximum efficiency and meet all required standards.
- Ensures that all authorised repair works are completed in accordance with written technical instructions.
- Evaluates, and assesses the suitability of new technologies and/or documentation, and/or procedures, as required, relevant to the improvement of train control systems performance.

## Training & Development

- Provides knowledge base and/or informative training sessions on a range of train control systems to PTA employees.
- Undertakes all required training and maintains competency (including Track Access Accreditation at the required level), including ensuring competency and required licences.

## Administration

- Appropriately procures, accurately monitors and accounts for the Section's inventory to ensure sufficient levels of stock are available for train control systems maintenance tasks.

## Safety & Compliance

- Ensures the safety of personnel and equipment is maintained at all times.
- Ensures all work performance and access requirements for internal and external workers are fully complied in accordance with PTA's safety standards, operational procedures and corporate policies.

## Other

- Conducts testing of minor enhancements to subsystem or peripheral hardware, witness site and factory acceptance testing and provides technical comment on results.
- Liaises with the functional and operation areas within the PTA to achieve optimum train service operations.
- Carries out as required, such work-related tasks and functions that are within the limits of the employee's skills, competence and training.

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## SELECTION CRITERIA

### 1. Core Competencies

- Diploma in Information Technology, Telecommunications, Electronic Engineering or equivalent experience
- Demonstrated in-depth field experience in maintaining and constructing real-time control systems including fault finding on operational control systems and knowledge of functions and interfaces between control systems.
- Understanding of Train Control Systems and Signalling Technology
- Demonstrated competency to undertake all aspects of this position.
- Demonstrated understanding of safe work practices and safety management systems

### 2. Leadership and Management

- Demonstrated ability to work with minimal supervision and achieve planned outcomes in a safety critical environment.

### 3. Communication and Interpersonal

- Sound numeracy, literacy, accuracy and attention to detail.
- Well-developed written, verbal and interpersonal communication skills, including a demonstrated ability to:
  - Build and maintain effective working relationships with a wide range of people.
  - Work effectively within a team environment.

### 4. Problem Solving and Analytical

- Demonstrated ability to take control and resolve problems in different situations including emergency situations.

### 5. Organisation

- Sound organisational skills, including the ability to achieve agreed targets and timelines through effective time management.

### 6. Personal Attributes

- Demonstrated:
  - Commitment to safety.
  - Willingness to participate in ongoing development and training.
  - Capacity to use initiative and appropriate judgement, and work in a reliable and responsible manner.

## 7. Special Requirements

- Satisfactory completion of required medical examinations (may include psychometric assessment) to verify psychological and 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.
- Ability to work extended, unsocial and irregular hours including shift, weekend work and being 'on call' as required.
- Applicants must meet the training and competency requirements for the role within the required timeframe. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time.
- Subject to satisfactory integrity checks and police clearance.
- Applicants agree to comply with Public Transport Authority's Alcohol & Drugs Policy and Procedure, which includes random testing.

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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**