

Position Description



Position Title	Asset Supervisor - South West
Position No	00069084
Delegation Level	007
Job Designation	Asset Supervisor - NT
Organisational Unit	Facilities Maintenance - West Regional Assets
Work Centre	Toowoomba
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Leader
Shiftworker	No
Classification (Range)	ET5 .1 - ET5 .3
Pay Scale Type	Network Facilities
Reports to Position	Works Management Co-ordinator (West)

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Undertake planning, audits and inspections of multi discipline maintenance tasks ensuring conformance with approved plans, workmanship, materials quality, general safety and compliance to relevant legislative specifications and codes.

Position Responsibilities

1. Inspect and monitor the performance of maintenance works to ensure work and defined tasks are performed in accordance with applicable regulations and ensure data management systems are kept up to date including but not limited to;
 - Fire systems test & tag
 - Electrical test & tag and switchboard inspections
 - Asbestos inspections and removal
 - Safety inspections
 - Wooden pole inspections
2. Supervise/signoff the work undertaken by contractors as directed by the Work Management Co-ordinator.
3. Implement the sourcing, supervision and administration of contractors to carry out maintenance on Network assets as set out in the yearly work program handed down by the Work Management Coordinator and conduct final inspections and prepare formal reports for the acceptance and sign off of newly completed works.
4. Carry out inspections and audits as identified by the Works Management Coordinator in relation to strategic planning and local government interface agreements.
5. Provide assistance to the manager facilities and Work Management Coordinator in the strategic planning and development of 1-5 year maintenance plans.
6. Communicate clearly, both orally and in writing, with trades



staff, workers, contractors, and management on issues identified and on any directions given.

7. Investigate, respond to, and resolve complaints arising from maintenance activities.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- Operate in an autonomous manner by exercising initiative and independent judgement within policy guidelines set by the Manager Facilities;
- Be available for call-out outside normal working hours;
- Attend further training as directed;
- Travel throughout the state on a regular basis.
- Perform other duties, within their level of competence, as directed by their Supervisor.

What is the key selection criteria

1. Extensive knowledge of asset management policies, procedures, contracts and specifications, Building Codes, Acts and Regulations.
2. Extensive knowledge of inspection techniques, occupational hazards and safety precautions applicable to maintenance work and investigative techniques and methods.
3. High level skill in detecting and locating faulty materials and/or workmanship.
4. Substantial skill in reading, interpreting and applying codes, laws, rules, and regulations relative to the work.
5. Substantial level of skill in negotiating and decision making in relation to maintenance work.
6. Substantial level of skill in carrying out multi discipline tasks pursuant to maintenance plans.
7. Substantial skill in the use of computer systems and applications in asset management and finance.
8. Knowledge of and willingness to commit to and work within Queensland Rail's Values and behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)
40011990 G_Building & Const Trade Qualified

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Position Description



Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.

Testing can occur anywhere, at any time, on any day.