

Position Description



Position Title	Co-ordinator Wayside Systems
Position No	00030209
Delegation Level	007
Job Designation	Coordinator
Organisational Unit	Yandina Trackside Systems Team SEQ Assets
Work Centre	Yandina
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Member - PPR
Shiftworker	Yes
Classification (Range)	ET4 ELA .1 - ET4 ELA .3
Pay Scale Type	Network E & T
Reports to Position	Supervisor Wayside Systems - North

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

To effectively supervise and provide technical support where qualified for the maintenance, repair and installation (minor) of wayside systems and equipment to ensure the safe and reliable operation of the systems.

Position Responsibilities

1. Supervise the maintenance repair and installation (minor) of wayside systems and equipment to ensure signalling safety and equipment reliability and provide technical support where qualified.
2. Implement and monitor preventative maintenance and rectification programs based on quality improvement principles.
3. Regularly inspect and report on wayside signalling systems and equipment being maintained, to ensure all work is carried out in accordance with the relevant standards and procedures.
4. Provide a pro-active response to rectify system faults thus minimising train delays and carry out investigation of systems faults and operational anomalies as required.
5. Manage day to day administration of staff and monitor staff performance.
6. Provide cooperative liaison with staff in other sections and districts for effective maintenance, installation and fault repair of signal systems and equipment, the emphasis being on customer service
7. Assist in budget preparation, control and monitor expenditure and ensure that adequate stores and materials are on hand to allow maintenance and fault rectification works to be carried out in an effective, efficient and safe manner.
8. Assist the supervisor in ensuring compliance with legislation applicable to the work group and its activities including Workplace Health and Safety, Environment, Employment and Anti-Discrimination, Trade Practices and Contracting.

Position Description



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;

REPORTING TO THIS POSITION

Directly: 8

The appointee will be required to:

- operate in a semi-autonomous manner within broad guidelines given by the Supervisor.
- be available for standby, call-out duties and overtime if required and directed by management.
- be available to work away from home station as required.
- undertake further training considered necessary for the safe and effective performance of the duties associated with the position.
- undergo annual performance appraisal measured against set criteria and personal development objectives.

What is the key selection criteria

1. Substantial skills in the supervision of staff, work activities and resources.
2. Substantial knowledge of wayside signalling systems and equipment as applied to railway operations.
3. Substantial skills in carrying out technical investigations, implementing improvement initiatives, and undertaking audits and monitoring performance on wayside signalling equipment.
4. Substantial interpersonal, written and oral communication skills.
5. Sound knowledge of budget monitoring and control techniques.
6. Sound knowledge of the relevant Legislation as applicable to the work group and its activities.
7. 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)

40010252 G_Cert IV Rail Signalling

40010051 G_Electrical Mechanic Licence

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:

Head and Face protection
Eye Protection
Hearing Protection
Hand Protection
High Visibility Clothing
Safety Footwear
Sunscreen SPF 15+

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Safety Publications

QR Electrification Safety Booklet

QR Weekly Notice

Your Health (Newsletter)

C.E.O.'s Safety Statement

C.E.O.'s General Safety Rules

Please Note:

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

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