

Position Description



Position Title	Track Inspection Officer
Position No	00087553
Delegation Level	007
Job Designation	Officer Technical
Organisational Unit	Track Operations - Inspectors SEQ Assets
Work Centre	Sunshine
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Member - PPR
Shiftworker	Yes 7 Day Worker
Classification (Range)	CI3 .2 - CI3 .4
Pay Scale Type	Network Maintenance
Reports to Position	Senior Track Inspector - 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 assist in the management and maintenance of the District's infrastructure assets by supporting asset condition assessments, inspections, and the development of maintenance plans and work programs. This role provides operational support under supervision, focusing on administrative planning duties and ensuring tasks are completed to required standards. It also contributes to maintenance, safety, and capital strategies through collaborative efforts with the Track Inspection team.

Position Responsibilities

1. Aid in ensuring asset condition is maintained to the required standard, including:-
 - Planning and assisting asset condition inspections;
 - Gaining safe access to track
 - Arranging entry of inspection results into defect management system and associated data systems;
 - Ensuring appropriate action is taken to rectify defects;
 - Monitoring all information in track condition management systems for SEQ, ensuring accuracy is maintained to required standards;
 - Effectively make data driven decisions.
2. Ensure effective planning is carried out for track maintenance in the District by:-
 - Aiding in developing detailed corridor plans and associated scopes of works;
 - Supporting development of corridor strategies;
 - Checking that the proposed works are appropriately funded;
 - Arranging, preparing for and attending, planning and management meetings as required.



3. Provide appropriate data to assist inspectors in recommending treatment and schedule actions as required. Prepare draft programs for discussion at Corridor Meetings for all major works and minor works whose priority has a longer timeframe than M1 (one month).
4. Monitor track related Key Performance Indicators (KPI's) and defect reports to provide to Track Inspectors, recommend actions and/or modify plans as appropriate including particular attention to repeat defects.
5. Support in carrying out audits and project supervision for all works performed by Queensland Rail resources or contractors including:-
 - Information relating to development or verification of suitability of scopes;
 - Attendance at project meetings;
 - In-progress and final completion inspections;
 - Ensuring achievement of scope and quality standards;
 - Follow up on non-conformances;
 - Final signoff; Arranging updates to EAMS as required.
6. Ensure physical assets align with the digital asset in EAMS. This includes relevant maintenance items and plans associated with the asset, ensuring information and schedules are up to date and correct.
7. Contribute to development and maintenance of core skills to obtain the qualification of Track Inspector.
8. Comply with Queensland Rail's safety and environmental standards and specifications and support achievement of performance targets.

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;
- Travel intrastate and interstate as required and throughout the district on a regular basis;
- Operate in an autonomous and self motivated manner within broad guidelines being given by the Senior Track Inspector;
- Undertake further training as required;
- Be available for call outs outside of normal working hours and to be available for emergency response;
- Arrange and assist track inspections as required;
- Perform protection officer and other duties within level of competence as directed by the Supervisor.

What is the key selection criteria

1. Extensive knowledge of track construction, maintenance and safety standards, track measurement and testing procedures, associated systems, processes, degradation mechanisms and intervention strategies.
2. Substantial level of skills in identification of track infrastructure maintenance requirements, determination of appropriate treatment of defects, development of corridor plans and associated work programs and scopes of works and monitoring outputs to ensure compliance with scope and standards.
3. Substantial level of skill in interpreting and analysing multiple data sets to assist in formulating effective data

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driven decisions.

4. Substantial conceptual, analytical and problem solving skills.
5. Substantial communication and negotiation Skills. Substantial skills in implementation of Queensland Rail's Workplace Health and Safety and Environmental Management Standards and Specifications.
6. Substantial skills in use of computer applications including EAMS, MS Excel, MS Word, MS Outlook and Chart Tool.
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)

Mandatory Qualifications (If not already held, I will gain these when in position)

40007588 Wunya Induction
30000908 Safely Access the Rail Corridor (QNRP)
40006426 Apply Fatigue Management Strategies
40001627 Building Emergency Procedures
40010410 Safety Comes First Always Workshop
40009729 Delivering a Pre-Start Briefing Network
40008876 Working in the Electrified Territory
40010539 Qld Rail Road Patrol - 12 mth monitor
40010189 Road Patrol Qualified
40008657 NHS Cat 3 ATTP
40011559 G_Cert III Rail Infrastructure - Track
40010951 G_Working Safely at Heights
40009807 G_Working Safely in the Construction Ind

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601 Code of Conduct Refresher
40013480 Fraud Awareness Induction

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.

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.