



Job Description Form

Our Purpose

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

Position Title

Digital Engineer

Level

7

Position Number

36277, 36397

Division/Directorate

OMTID

Branch/Section

Technical Services

Effective Date

April 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Director Technical Services, Level 9

Subordinates: Digital Project Engineer, Level 5

Key role of this position

Manages and develops all aspects of the Public Transport Authority's (PTA – OMTID) drawing management tools on behalf of Office of Major Transport Infrastructure including the integration of project graphical information for the projects under its control ensuring files, documents and data structures are compliant and ready for engineering and maintenance purposes. Responsible for ensuring a high degree of engineering integrity, accuracy and adherence to standards for all technical and engineering documentation including maintaining information required to support whole of life asset management principles.

Core duties and responsibilities

Graphical Information Management and Compliance

- Manages Building Information Modelling (BIM) and Computer Aided Design (CAD) processes, procedures, standards and quality control activities to maintain high levels of accuracy and usability of BIM model outputs and CAD files.
- Reviews supplied BIM models and CAD files for adherence to standards, providing feedback and direction to internal and external suppliers.
- Ensures reliable and efficient processes and procedures are established to maintain the integrity and accuracy of graphical information and data.
- Manages the development and exchange of CAD templates and BIM libraries to ensure a consistent approach is applied to design.
- Reviews and comments on supplier BIM execution plans.

Leadership and Management

- Ability to supervise a team of project staff, as required.
- Fosters positive team values and a cooperative team spirit.
- Develops guides and mentors staff
- Monitors and ensures compliance with required regulations, standards, codes, corporate policies and procedures, including Railway Safety Management and standards.
- Contributes to the development and implementation of Divisional policies, strategies and standards as they relate to project management and contracting.

Continuous Improvement

- Conducts regular audits for compliance with BIM and CAD processes and procedures, prepares audit reports with recommendations and monitors progress on remedial actions.
- Regularly reviews Divisional processes, procedures and practices and advises on improvement programs.
- Monitors related technology environment for software processes and procedure improvements and prepares business cases for renewals/upgrades as required.

Training and Development

- Provides technical guidance and training for all staff on BIM and CAD management processes and procedures, providing ongoing support as required.

Stakeholder Liaison

- Coordinates and liaises with all stakeholders involved in delivering information in BIM and CAD formats, ensuring digital engineers/designers/drafters are aware of the PTA's requirements and assesses the overall quality of BIM and CAD work.

Other

- Attends meetings on behalf of OMTID management as required.
- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Minimum Bachelor's Degree in Architecture or equivalent relevant discipline.
- Extensive experience in the field of building information modelling and design.
- Demonstration of an advanced understanding of BIM capabilities.
- Extensive experience in developing and maintaining BIM / CAD standards and supporting documentation.
- Extensive experience in producing, maintaining and carrying out quality assurance measures against specifications and procedures.

2. Management and Leadership

- Demonstrates leadership to project teams of in-house and private sector professionals from a BIM, CAD or Digital Engineering discipline focused management perspective.
- Demonstrated ability to organise and prioritise tasks to suit project schedules and constraints, and be proactive with a high degree of initiative.
- Demonstrated experience including the capacity to lead, mentor and coach others, as well as the ability to effectively manage resources.

3. Communication and Interpersonal

- Advanced written, verbal and interpersonal skills, including a demonstrated ability to:
 - Demonstrate an ability to work effectively in a team environment.
 - Demonstrate an ability to build and maintain highly effective working relationships with a wide range of internal and external stakeholders.
 - Demonstrate an ability to liaise and consult effectively at senior levels in the private and public sectors.
 - Negotiate successfully and influence a wide range of parties, including internal and external stakeholders on required outcomes and/or to resolve conflicts.

4. Conceptual, Analytical and Problem Solving

- Advanced conceptual analytical and problem-solving skills, including the ability to analyse and resolve complex problems as well as develop innovative solutions to problems.

5. Organisation

- Advanced organisational skills, including the ability to meet deadlines.

6. Computer Literacy

- Advanced computing skills including experience in the use of Virtual Design and Construction and Computer Aided Drafting (CAD) technology and software for electronic management of documentation. Demonstrated experience using Navisworks is highly desirable.

7. 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.
- 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.
- Prepared to work outside normal office hours.

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

