

## Job Description Form

### Our Purpose

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

#### Position Title

Student Civil Rail Engineer

#### Level

2

#### Position Number

Various Positions

#### Division/Directorate

Various

#### Branch/Section

Various

#### Effective Date

June 2025

#### Health Task Risk Assessment Category

3

### Reporting relationships

Superordinate: Discipline Managers, Level (Various)

Subordinates: No Direct Reports

### Key role of this position

Assists with small projects or pieces of work that aim to build upon the student's technical skills and knowledge learnt at university.

### Core duties and responsibilities

#### Maintenance and Asset Management

- Assists with inspections, tests, reviews, investigations, checking and analysis of equipment/system failures and incidents, the preparation of technical reports, and assists with the development of solutions and improvements, either individually or as a member of a team.
- Assists with reviewing work practices and procedures.
- Assists with audits on systems and related infrastructure.
- Assists with management of day-to-day maintenance activities and system performance.
- Represents engineering managers as and when required by the Discipline Engineering Managers.

#### Technical

- Participates in the installation and commissioning of new equipment, systems and technology.
- Carries out designs to comply with discipline design principles and codes.
- Reviews designs to ensure adherence to codes of practice, safety standards and industry standards. Assists with reviews, development and application of standards, codes of practice, technical specifications, engineering maintenance instructions, service schedules, work practices, technical training manuals, drawings and associated systems documentation.
- Assists with the collection of information and reporting from sites.
- Assists in the coordination and supervision of site activities.

**Financial and Projects**

- As assigned, manages projects of medium complexity.
- Assists with monitoring and reporting on budgeting and expenditure for capital works programs and operating budgets.
- Assists with reviews and approval of tender submissions.

**Other**

- Carries out as required, such work related tasks and functions that are within the limits of the employee's skills, competence and training.

**SELECTION CRITERIA****1. Core Competencies**

- Studying towards a Bachelor Degree in Engineering (or equivalent) in any of the following disciplines:
  - Civil or equivalent.
- Bachelor Degree provides eligibility for graduate membership to the Institution of Engineers, Australia.
- Must attain reasonable grades in course and be willing to broaden knowledge in the field.

**2. Communication and Interpersonal**

- Sound communication skills (written, verbal and interpersonal) including the ability to liaise with individuals in a variety of contexts and work as a team member.
- Proven ability to work as part of a team as well as autonomously.

**3. Conceptual, Analytical and Problem Solving**

- Demonstrated analytical, research and evaluation skills.
- Good level of initiative and problem solving skills.
- Be able to review documentation, distil key points and ideas and apply them to processes and procedures.
- Knowledge of project management methodology.

**4. Organisation**

- Ability to prioritise work and meet deadlines.

**5. Computer Literacy**

- Competent in the use of relevant computer applications (*such as word processing, spreadsheets, databases and project management*).

**6. Personal Attributes**

- Demonstrated commitment to safety.

**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.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of this appointment will occur where an applicant does not meet special requirements within an agreed period of time after appointment.
  - Supervised Worker (SW) Track Access Permit

---

**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**