



## Job Description Form

### Our Purpose

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

**Position Title**

Graduate Engineer (Mechanical)

**Level**

2/4

**Position Number**

34695, 35200

**Division/Directorate**

People and Organisational Development

**Branch/Section**

Various

**Effective Date**

April 2018

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Manager or Supervisor, relevant Division of current rotation

Subordinates: No Direct Reports

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### Key role of this position

To undertake a development role and work with dedicated teams on Public Transport Authority (PTA) projects and operations. Specifically to assist team leaders and managers by providing effective and efficient project management, research, coordination, review and development of various functions and projects.

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### Core duties and responsibilities

**Technical Advice and Support**

- Assists maintenance staff to ensure that requirements to maintain railcars, plant and equipment including overhead line equipment, within the PTA are met.
- Assists with ongoing maintenance of Quality Assurance to AS/ISO 9001:2000, Rail Safety to AS 4292, OSH to AS 4801 and Environmental to AS 14001.
- Provides support to Managers/Supervisors as required.
- Assists in the review and development of policies, procedures and systems.
- Investigates designated issues and recommends solutions.

**Research and Administration**

- Assists with investigations and implements continuous improvement actions.
- Assists with the preparation and updating of maintenance schedules, technical drawings and modification instructions.
- Undertakes research and analysis on designated projects.
- Prepares reports, briefing notes and correspondence.

### **Contract and Consultant Management**

- Carries out designated tasks associated with the planning and implementation of works or projects relevant to the appointee's qualification.
- Assists with the establishment, administration and supervision of contracts or projects to achieve designated objectives. Monitors progress of projects or works carried out against agreed schedules and cost control and produces reports on projects or works completed.

### **Other**

- Undertakes other duties as required.

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### **Essential Work Related Requirements**

#### **1. Job Specific**

- A Bachelor Degree in Mechanical Engineering, or other related discipline, giving eligibility for graduate membership of the Institution of Engineers, Australia.

#### **2. Communication and Interpersonal**

- Sound communication skills (written, oral and interpersonal).
- Proven ability to work as part of a team as well as autonomously.

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

- Proven analytical, research and evaluation skills.
- Demonstrates sound level of initiative and problem solving skills.
- Knowledge of project management methodology.

#### **4. Organisation**

- Ability to prioritise work and meet deadlines.

#### **5. Computer Literacy**

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

#### **6. Personal Attributes**

- Demonstrated commitment to safety.
- Willingness to participate in ongoing development and training.

### **Special Appointment 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 Driver's 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 may be required.
- Ability to work outside normal working hours, including on-site night works and weekend works.
- Applicants must successfully obtain a track access permit within 3 months of commencement.
  - Supervised Worker (SW) Track Access Permit.

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**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**

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**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**

