



Job Description Form

Our Purpose

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

Position Title

Contaminated Sites Project Manager

Level

5

Position Number

35392

Division/Directorate

Infrastructure Planning and Land Services

Branch/Section

Environmental Services

Effective Date

June 2019

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Environmental Manager, Level 8

Subordinates: Contaminated Sites Officer, Level 4

Key role of this position

Provides professional environmental support to the Environmental Manager to assist in the discharge of the Public Transport Authority's environmental responsibilities.

Core duties and responsibilities

Technical Advice and Support

- Provides professional and technical support on environmental matters consistent with statutory regulation, the Public Transport Authority's (PTA) environmental obligations and its Environmental Management System.
- Plans and manages the PTA's contaminated sites and asbestos programs, including budgeting, procurement and reporting to the Department of Water and Environmental Regulation (DWER).
- Reports on the progress of the contaminated sites and asbestos programs to the Environmental Manager and identifies risks to the PTA.
- Liaises with PTA managers, contractors, local government authorities, government agencies, consultants and local community groups to facilitate environmental outcomes.

Project and Contract Management

- Procures and manages environmental consultants in accordance with PTA policy.
- Assist the Environmental Manager with the procurement and management of Contaminated Sites Consultancy Panel.
- Provides contaminated sites and asbestos support for the planning and execution of major projects.

Other

- Represents the Branch at meetings as required.
- Establishes and maintains effective working relationships with both internal and external clients and stakeholders.
- Undertakes other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Possession of a degree qualification in environmental science, environmental management or related discipline or significant relevant experience in the management of contaminated sites.
- Extensive knowledge and understanding of the *Contaminated Sites Act 2003*, the national Environment Protection (Assessment of Site Contamination) measure 1999 (as amended 2013) and its application.
- Considerable experience in engaging and managing environmental consultants.
- Extensive knowledge and experience with contaminated site and asbestos investigations, remediation and monitoring.
- Considerable experience in managing complex contaminated sites projects which are subject to audit by a third party DWER accredited contaminated sites auditor.

2. Communication and Interpersonal

- Excellent written, verbal and interpersonal skills and ability to develop a rapport with internal and external stakeholders.

3. Conceptual, Analytical and Problem Solving

- Excellent conceptual and analytical skills, including the ability to analyse information and data and provide recommendations for management of contaminated sites based on risk to the PTA.

4. Organisation

- Sound ability to plan day to day activities and carry out work autonomously.

5. Computer Literacy

- Excellent ability in using computers and a range of application software packages, particular databases, spreadsheets and word processing.

6. 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 Driver's Licence or the 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.
- Applicants must meet the requirements shown below within an agreed period of time following appointment. Cancellation of the appointment will occur where the applicant does not meet the requirements within the agreed period of time.
 - 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
