



Job Description Form

Our Purpose

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

Position Title

Student Rail Engineer

Level

2

Position Number

30425, 31899

Division/Directorate

Infrastructure Planning & Land Services

Branch/Section

Rail Engineering

Effective Date

August 2019

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Rail Engineering Manager, Level 8

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 preparation of project documentation such as project plans and status reports.
- Assists with preparation of contract documentation for procurement of consultants and contractors, including scope of works.
- Assists in developing project schedules, work breakdown structures and organisational charts.
- Assists with preparation of presentation slides and organising and documenting of meetings.

Technical

- Assists with the collection of information and undertakes reviews, investigations, research and analysis of project-related information.
- Assists with the development of solutions and improvements for long term planning projects.
- Develops technical drawings, sketches, maps and plans for long term planning projects.
- Assists in carrying out designs for long term planning projects ensuring compliance against discipline design principles and codes.
- Assists in reviewing designs to ensure adherence to codes of practice, safety standards and industry standards.
- Assists with development and application of standards, codes of practice, technical specifications, work practices, technical training manuals, drawings and associated systems documentation.

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 Civil Engineering (or equivalent).
- Bachelor degree providing eligibility for graduate membership to the Institute 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.
- Ability 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, AutoCAD 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
