



Job Description Form

Our Purpose

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

Position Title

Project Engineer

Level

5

Position Number

36238

Division/Directorate

Transperth Train Operations

Branch/Section

METRONET Railcar Procurement Project

Effective Date

August 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Coordinating Project Engineer, Level 7

Subordinates: No Direct Reports

Key role of this position

Provides technical support and assistance with respect to the acquisition, design, manufacturing, commissioning and maintenance of the Public Transport Authority's (PTA) rollingstock.

Core duties and responsibilities

Engineering

- Provides assistance on design, manufacturing, commissioning and maintenance activities relating to PTA's rollingstock project. Performs inspections and reports on works.
- Provides technical assistance for the development and construction of associated depot infrastructure.
- Assist in the development of the PTA's new rollingstock assets to ensure safety, quality and reliability targets are met.
- Actively promotes a strong safety culture through continuous review of procedures and guidance, proactive involvement in safety meetings, job planning, and risk assessments.

Project and Contract Management

- Assists in the management of contracts including the development of documents and specifications, evaluation of tenders and contract administration.
- Liaises with stakeholders, both internal and external, on PTA new rollingstock project, including providing feedback and recommendations to the Coordinating Project Engineer.
- Attends meetings, prepares correspondence to support the Coordinating Project Engineer.

Other

- Carries out other task and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Proven experience in planning, design and construction of rail maintenance depot infrastructure such that agreed outcomes are achieved.
- Highly developed project and contract management skills.
- Technical awareness directly relevant to program area.
- Eligibility for Professional Membership of relevant Technical Group OR equivalent professional project management experience.

2. Leadership and Management

- Ability to effectively manage and lead staff, consultants and contractors to achieve agreed outcomes.

3. Communication and Interpersonal

- Highly developed interpersonal and communication (written and verbal) skills including the ability to:
 - Build and maintain positive working relationships with wide range of stakeholders.
 - Liaise and consult effectively at senior levels in the private and public sectors.
 - Work constructively in a team environment.
 - Negotiate persuasively and influence a wide range of parties (including stakeholders, and interest groups).

4. Conceptual, Analytical and Problem Solving

- Well-developed conceptual, analytical and problem-solving skills, including a demonstrated ability to analyse and resolve complex problems.

5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of 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 by the PTA may be required.
- Ability to work unsociable hours when required.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the 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

