



Job Description Form

Our Purpose

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

Position Title

Rail Engineer

Level

5

Position Number

34926, 36060

Division/Directorate

Network & Infrastructure

Branch/Section

Track

Effective Date

August 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Principal Track Engineer, Level 7

Subordinates: No Direct Reports

Key role of this position

The occupant of the role undertakes project management for both internal and external parties' projects that impact on the Public Transport Authority (PTA) rail network. The role assists in ensuring that track works and maintenance activities are safe, cost effective, completed to high quality and comply with regulations and standards to meet business needs.

Core duties and responsibilities

Technical

- Provides support for Track maintenance and engineering teams.
- Undertakes inspections of road and pedestrian level crossings.
- Undertakes role of Coordinating Project Engineer or Project Engineer for both internal and external projects.
- Manages third party access to the PTA Rail Network.
- Reviews engineering designs ensure adherence to codes of practices, safety standards and industry standards.
- Manages Interface Agreements between PTA other third Party Organisations.
- Provides relevant technical guidance, assistance and training to other staff.
- Undertakes regular site safety inspections to ensure compliance with PTA Safeworking Rules and Procedures and makes recommendations on safety management plans.
- Assists with review, research, development and application of standards, codes of practice, technical specifications, engineering maintenance instructions, service schedules, work practices, type approvals, technical training manuals, drawings and associated systems documentation to ensure safe, reliable and efficient operations.

Project Management

- As assigned, manages projects of medium complexity, including related superintendence of work teams and contract work.
- Assists with the preparation of project management documentation including business cases, funding requests, consultancy briefs and project reports.
- Assists with the preparation of consultancy documentation including scopes of work, tender documentation, tender recommendation reports, works progress reports and invoice reconciliation.
- Carries out inspections of works in progress to ensure compliance with specifications.
- Represents and acts on behalf of the Project Manager as and when required.

Financial

- Prepares cost estimates for Track maintenance and project works.
- Assists with monitoring and reporting on budgeting and expenditure for the Project Implementation Branch's components of the N&I capital and operating work programs.

Other

- Maintains current knowledge of trends and developments in the area to support continuous improvement of systems and procedures.
- Maintains a strong safety awareness culture through proactive involvement in safety meetings and risk workshops.
- 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

- Possession of an appropriate Engineering Degree that would satisfy the admission requirement for professional membership to IEAust (Engineers Australia).
- Demonstrated recent experience in the planning, design, construction and maintenance of track infrastructure and related civil assets.
- Knowledge of standards for the construction and maintenance of track and related civil assets.

2. Communication and Interpersonal

- Well developed verbal, written and interpersonal skills.
- Ability to successfully interact and gain cooperation with team members and other key internal and external stakeholders.
- Demonstrated ability to work in a team environment, including with field staff, and on occasion with minimal supervision.

3. Conceptual, Analytical and Problem Solving

- Ability to, and experience in, applying engineering methods to solve problems and demonstrate good conceptual, analytical, research and evaluation skills.

4. Organisation

- Well developed organisational skills, including the ability to achieve agreed targets and timelines through the use of effective self-management and teamwork.

5. 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 Drivers License 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.
- Other requirements as determined by the business area to fulfil job expectations and occupational health and safety requirements.

- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - Individual Access (IA) Track Access Permit
 - OHS Training
 - Basic Workplace First Aid Level 2.

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