



Job Description Form

Our Purpose

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

Position Title

Engineering Officer

Level

4

Position Number

36061

Division/Directorate

Network & Infrastructure

Branch/Section

Track Branch

Effective Date

November 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Principal Track Engineer - Projects & Design, Level 7

Subordinates: No Direct Reports

Key role of this position

Responsible for providing assistance in the engineering assurance, asset management, operation and maintenance of Track Infrastructure.

Core duties and responsibilities

Design

- Provides engineering technical support in the review and acceptance of track asset compliance e.g. design and track geometry, rail management.
- Provides assistance to Engineering in managing assurance and compliance to process for Track Asset management.
- Assists in the review and validation of track requirements, engineering and design against Code of Practice.
- Inspects designs and finished products from internal and external sources for compliance with specifications and regulations, providing recommendations to management on findings.
- Assists in the preparation of specifications, procedures and codes of practice for the PTA.
- Assists in the preparation of other technical documentation including specifications, work method statements, site books and training manuals.
- Assist track inspection and survey
- Monitors and manages track asset KPIs and Performance Data to inform track maintenance planning priorities and Asset Management plans.
- Maintain accurate asset records

Technical Advice and Support

- Provides support to maintenance and engineering teams.
- Undertakes testing and fault diagnosis of systems.
- Collects and analyses data, performs tests and calculations, reporting results and preparing charts and tabulations as required.
- Assists with research and analysis on designated projects.
- Updates asset equipment registers as required.

- Assists with the coordination of projects.
- Assists in the preparation of Rail Safety Management Plans.

Project and Contract 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 maintenance and works carried out against agreed schedules and cost control and produces reports on projects or works completed.

Other

- Represents the Branch at meetings as required.
- Undertakes other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Possession of a Diploma in engineering and partial completion of an Advanced Diploma.
- Experience in Track or Civil related discipline in Asset Management, Design, Survey, Construction or Maintenance.
- Ability to interpret data analysis

2. Communication and Interpersonal

- Good communication skills (written, verbal and interpersonal skills) including the ability to develop a rapport with internal and external stakeholders.
- Ability to write concise and well-structured technical reports.

3. Conceptual, Analytical and Problem Solving

- Good conceptual and analytical skills, including the ability to analyse, research and evaluate information and data and provide recommendation reports to address problems.

4. Organisation

- Good organisational skills, including the ability to achieve agreed targets and timelines through effective time management and the ability to work autonomously.

5. Computer Literacy

- Competency in the use of AutoCAD, or other design aids, and computer applications, such as Microsoft Office. Work Management systems such as Ellipse or Ramsey's Power BI.

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 License or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the license on request by the PTA may be required.

- Ability to work unsociable hours, including callouts, travel and staying away from home station, sometimes at short notice.
- Prepared to rotate across a number of engineering disciplines to broaden skills, knowledge and experience.
- 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.
 - OHS Training
 - Individual Access (IA) 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

