



Job Description Form

Our Purpose

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

Position Title Permanent Way Drafting Officer	Level 5	Position Number 35035
Division/Directorate Infrastructure Planning and Land Services	Branch/Section Rail Engineering	
Effective Date July 2022	Health Task Risk Assessment Category 3	

Reporting relationships

Superordinate: Permanent Way Design Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

Provides technical support and permanent way design and drafting expertise in electronic formats for the planning design and operational requirements of railway infrastructure. This position also maintains the drawing inventory in accordance with the Public Transport Authority's (PTA) Standards.

Core duties and responsibilities

- Develops and undertakes rail infrastructure modelling utilising specialist software and drawings. Key areas of model construction include:
 - Build network infrastructure (track, signals, stations, electrical infrastructure).
 - Add rollingstock models.
 - Develop 3D models.
- Processes rail 3D modelling data and advise on planning and design of rail infrastructure.
- Maintains accurate records of input and output data and assumptions made when developing infrastructure models.
- Analyses and interprets input and output data, and produces reports detailing methodologies, assumptions, conclusions and recommendations.
- Provides technical support and design solutions in electronic formats for the planning and design of railway infrastructure.
- Undertakes the design of railway infrastructure in accordance with relevant standards and Codes of Practice, in an electronic format.
- Maintains Asset, Drawing and Design Data Bases in association with others (such as document controllers), in accordance with relevant standards.
- Liaises with internal and external parties such as surveyors and other professional and technical staff in the execution of the duties of this position.

- Articulates and specifies technical requirements for railway infrastructure survey pick up, setting out, design and construction.
- Maintains currency of electronic drawing practices and standards.
- Validates that works that have been set out, or are under construction, are in accordance with design drawings and assumptions.
- Prepares technical specifications and tender documents related to the functions of this position.

Essential Work Related Requirements

1. Job Specific

- Possession of a Diploma in Civil Engineering or equivalent with eligibility for Associate Membership of the Institution of Engineers (Australia) or significant relevant work experience in the Civil Engineering Industry.
- Demonstrated sound understanding and application of the geometric requirements, design and setting out of civil engineering route works of railways.
- Experience in the design of civil works of railways.
- Experience in the surveying requirements / setting out of civil works of railways.

2. Communication and Interpersonal

- Well developed communication skills (written, verbal and interpersonal) including the ability to interact effectively with a wide range of parties including other Divisions within the PTA, consultants and contractors.

3. Conceptual, Analytical and Problem Solving

- Well developed mathematical and problem solving skills.

4. Organisation

- Sound organisational skills, including ability to meet deadlines and be self-reliant.

5. Computer Literacy

- Experience in the use of Computer Aided Drafting technology.
- Experience in the use of current AutoCAD design package or equivalent
- Experience in the use of 12D computer design packages or equivalent.

Special Appointment 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 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 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

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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