



## Job Description Form

### Our Purpose

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

**Position Title**

Rail Systems Engineer

**Level**

5

**Position Number**

35219, 35220

**Division/Directorate**

Network and Infrastructure

**Branch/Section**

Signals

**Effective Date**

May 2018

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Principal Signals Engineer Design & Project, Level 7

Subordinates: No Direct Reports

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### Key role of this position

Undertakes projects and other activities relating to the replacement, development, modification and monitoring of Rail Systems. Assists in ensuring safe, reliable, cost effective and high quality assets, systems and services are delivered to meet business needs and comply with regulations and standards.

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### Core duties and responsibilities

#### Technical

- Participates in design, installation management, commissioning and Entry into Service of new equipment, systems and technology, including testing of systems as Test Engineer or as Witnessing Engineer for Contractor's testing and commissioning.
- Liaises with all stakeholders to ensure project requirements are adequately defined and captured.
- Assists with reviewing technical proposals to ensure that they will result in systems which are safe, reliable and cost effective and meet technical and business requirements.
- Investigates technical issues, options and solutions.
- Reviews engineering designs, ensures adherence to codes of practice, safety standards and industry standards.
- Provides relevant technical guidance and assistance to other staff.
- Provides maintenance support for the Public Transport Authority's (PTA) assets and investigates problems.
- Provides site support for works undertaken on PTA assets.
- Assists with the development, reviews and applications 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.
- Investigates and reports on issues and incidents as directed.

## Financial

- As assigned, manages projects of medium complexity, including related superintendence of work teams and contract work.
- Assists with monitoring and reporting on budgeting and expenditure for the capital and operating works programs.

## Project Management

- 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.
- Tests, reviews, investigates and analyses equipment/systems problems and prepares technical reports.
- Represents and acts on behalf of the line manager as and when required.

## 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.
- Carries out as required, such work related tasks and functions that are within the limits of the employee's skills, competence and training.

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## Essential Work Related Requirements

### 1. Job Specific

- Possession of an appropriate Engineering Degree or suitable tertiary qualification that would satisfy the admission requirement for professional membership to IEAust (Engineers Australia).
- Demonstrated recent experience in design, construction, commissioning and/or maintenance of Rail Systems.
- Relevant experience in project and contract management.

### 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.

## 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.
- 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.

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**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**

