



## Job Description Form

### Our Purpose

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

**Position Title**

Signals Engineer

**Level**

5

**Position Number**

30153

**Division/Directorate**

Network & Infrastructure

**Branch/Section**

Signals

**Effective Date**

March 2017

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Principal Signals Engineer – Design and Projects, Level 7

Subordinates: No Direct Reports

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### Key role of this position

- Assists in contract administration and provides project management and technical support for the management and development of signalling and control systems.
- Assists in design, checks and reviews to ensure compliance to specified design principles, standards and regulatory requirements.

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### Core duties and responsibilities

#### Project / Contract Management

- Assists the Senior Signals Engineers in the management of contractors undertaking the design and construction of signalling and control systems.
- Monitors compliance to approved specifications, budgets, time and quality.
- Assists in the preparation of plans and documentation associated with new projects and contracts.
- Undertakes compliance checks of projects and contracts to laid down design principles, standards, specifications, practices and regulatory requirements.
- Monitors contractor performance and applies (as agreed) performance indicators.

#### Inspection and Control

- Assists the Senior Signals Engineers in the preparation and checking of designs and modifications, including plans and drawings.
- Assists and witnesses contractors in the testing of new signalling and control systems.
- Witnesses factory acceptance testing (FAT) and field-testing of works to ensure compliance.
- Inspects Contractor's factory and field installation works to ensure correct application of signalling systems standards, principles and designs.
- Assists in the preparation of cost estimates for signalling and control systems.

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## Essential Work Related Requirements

### 1. Job Specific

- Possession of a four year Degree in Engineering (Electronic/Communications) or equivalent to allow eligibility for professional membership to the Institution of Engineers (Australia) or the Institution of Railway Signal Engineers.
- Experience in project management and contract management of significant signalling systems projects.
- Recent experience in the design and construction or maintenance of signalling systems assets.

### 2. Communication and Interpersonal

- Sound interpersonal and communication skills, both written and oral, including the ability to liaise with individuals in a variety of contexts.
- Demonstrated ability to work in a team environment and on occasions work 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.
- Well developed initiative, problem solving and creative skills.

### 4. Organisation

- Ability to prioritise and meet deadlines.

### 5. Computer Literacy

- Competency in the use of relevant computer applications and technology.
- Proven knowledge and experience of computer schedule and planning management systems.

## 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 Australia '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.
- Able to work unsociable hours, including callouts, sometimes at short notice.
- Applicants must meet the special appointment 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.
  - Individual Access (IA) Track Access Permit
  - Basic Workplace First Aid Level 2 (as per Worksafe) or equivalent.

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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**

