



## Job Description Form

### Our Purpose

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

**Position Title**

Project Engineer - Signals

**Level**

5

**Position Number**

35522, 35589

**Division/Directorate**

Office of Major Transport Infrastructure and Delivery

**Branch/Section****Effective Date**

March 2021

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Senior Project Delivery Manager, Level 9

Subordinates: No Direct Reports

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### Key role of this position

Assists with the development, modification and monitoring of signalling and level crossing warning safety systems and infrastructure including preparation, checking and review of designs. The role also assists in ensuring safe, reliable, cost effective, quality signalling & train control systems and services that comply with regulations and standards are provided to meet business needs on major transport infrastructure projects.

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### Core duties and responsibilities

#### Engineering

- Participates in commissioning of new equipment, systems and technology, including assisting as Test Engineer or as Witnessing Engineer for Contractor's testing and commissioning.
- Reviews signalling designs to ensure compliance with the Public Transport Authority's (PTA) design principles and codes, safety standards and industry standards.
- Provides technical input to and undertakes reviews/updates of signalling technical documents and procedures.
- Reviews and develops technical specifications, engineering maintenance instructions, service schedules, work practices, type approvals, drawings and associated Signal System documentation to ensure safe, reliable and efficient operations
- Provides technical and project management support to Senior Signals Engineer on projects to ensure that works meets with PTA's operational requirements and standards.

## **Project and Contract Management**

- Assists with development of low to medium risk contracts, (including procurement planning, tender documentation and evaluation, contract formation) and contract management plans in consultation with stakeholders.
- Assists with preparation of contract documents, calls and evaluates tenders and recommends acceptance for low to medium risk contracts.
- Manages, administers and reports on low risk contracts, including inspection of work and reporting of progress against performance targets.
- Assists with dispute resolution processes to resolve problems/issues associated with low risk contractual disputes.

## **Other**

- Represents and acts on behalf of the Senior Signals Engineer as and when required.
- 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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## **SELECTION CRITERIA**

### **1. Core Competencies**

- Possession of an appropriate Engineering Degree that would satisfy the admission requirement for corporate membership to the Institution of Engineers Australia.
- Proven experience in the design and commissioning of signalling circuits, field signalling and their associated installation and testing.
- Good knowledge of signal engineering practices and an ability to manage multiple tasks in a high intensity environment.
- Relevant experience in project and contract management.

### **2. Leadership and Management**

- Demonstrated ability to effectively work within a team environment, and to specify and supervise work carried out by others including consultants and contractors.

### **3. Communication and Interpersonal**

- Well developed communication skills, including ability to communicate verbally and in writing, including preparation of technical and general reports using PC based software.

### **4. Conceptual, Analytical and Problem Solving:**

- Demonstrated conceptual and analytical skills, including the ability to provide innovative solutions to solving problems.

### **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 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.
- Ability and preparedness to work at moderate heights as well as in confined spaces.
- Ability and preparedness to work outside normal office hours, including scheduled night and weekend works.
- Applicants must meet the special requirement shown below within an agreed period of time after appointment to the position. 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
  - Electrical Safety Awareness

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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.

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**Signature**

.....  
**Date**