



## Job Description Form

### Our Purpose

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

**Position Title**

Project Engineer

**Level**

5

**Position Number**

35733, 35734, 35736

**Division/Directorate**

Office of Major Transport Infrastructure Delivery

**Branch/Section**

OMTID: MEL Project

**Effective Date**

April 2022

**Health Task Risk Assessment Category**

3

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### Reporting relationships

Superordinate: Senior Project Delivery Manager, L9

Subordinates: No Direct Reports

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### Key role of this position

Provides technical support and assistance to the designated Project Team to ensure that the engineering solutions can be designed, built and maintained safely, cost effectively and according to quality objectives.

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### Core duties and responsibilities

#### Engineering

- Provides assistance on planning and design relating to civil structures and services. Performs inspections and reports on works.
- Assists in the preparation of technical specifications and tender documents for low to medium risk civil and structural projects.
- Ensures projects comply with OHS and Rail Safety Law.

#### Project and Contract Management

- Assists in the management of contracts including the development of documents and specifications, evaluation of tenders and contract administration.
- Liaises with stakeholders, both internal and external, on the delivery of projects, including providing feedback and recommendations to the Project Manager.
- Undertakes research and prepares project specific reports as required.
- Attends meetings, prepares correspondence to support the Project Manager.

#### Other

- Carries out other task and functions that are within the limits of the employee's skills, competence and training as required.

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## SELECTION CRITERIA

### 1. Core Competencies

- Possession of Degree or Diploma in Engineering or appropriate related discipline with recognition by or membership of the respective professional body.
- Proven experience on projects in regard to the planning, design and construction of infrastructure projects.
- Good knowledge of civil engineering practices and an ability to manage multiple tasks in a high intensity environment.
- Proven experience in design, construction and maintenance of civil engineering structures in a public transport environment.

### 2. Management and Leadership

- Demonstrated experience in the development and management of contracts and an ability to work with contractors in an environment of public transport infrastructure project.

### 3. Communication and Interpersonal

- Well developed verbal, written and interpersonal communication skills, and a demonstrated ability to negotiate required outcomes and/or resolve conflicts.

### 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 Drivers 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.
- Prepared to work unsociable hours.
- 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
  - 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**

.....  
**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**