



## Job Description Form

### Our Purpose

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

#### Position Title

Project Civil Engineer

#### Level

5

#### Position Number

35592, 35593

#### Division/Directorate

PTA Project Delivery

#### Branch/Section

#### Effective Date

July 2021

#### Health Task Risk Assessment Category

3

### Reporting relationships

Superordinate: Executive Director PTA Project Delivery, Class 2

Subordinates: No Direct Reports

### Key role of this position

Manages and technically supports the planning, design, development, implementation and construction of Civil Engineering works undertaken by the PTA Project Delivery division. The position will form part of designated Project Team to ensure that the engineering solutions can be designed, built and maintained safely, cost effectively and according to quality objectives.

### Core duties and responsibilities

#### Technical

- Provides technical direction/advice for rail infrastructure projects and supports lead Project Engineers.
- Through interaction with Project Teams and other stakeholders, assists with proper integration of civil works with other railway (or busway) infrastructure.
- Provides technical advice to Project managers/stakeholders as required on all matters pertaining to civil engineering works.
- Assists with managing contracts and consultancies for civil and associated engineering services.
- Assists with compliance to required regulations, standards, codes, corporate policies and procedures.
- The occupant of this role does not have any direct subordinate reports, however, may have responsibility for coordinating the activities of PTA employees and contract staff on a periodic, or ad-hoc basis. This may include provision of technical advice, strategic direction or responsibility for managing more general project activities.

#### Other duties

- Carries out other tasks 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 a tertiary qualification in Engineering with eligibility for Membership of Engineers Australia plus demonstrated experience in the planning, design, procurement, construction and maintenance of railways including the following elements:
  - Earthworks;
  - Sub-ballast capping, maintenance access roads and walkways in the rail reserve;
  - Subgrade and drainage for track, roads, busways and carparks;
  - Geotechnical and pavement design for roads, busways, carparks and Principal Shared Paths;
  - Water and sewerage services (Water Corporation services); and
  - Major utility relocations;
- An understanding of the interrelationship of civil works with:
  - Geotechnical;
  - Railway and road bridge and associated structures;
  - Traffic; and
  - Flood modelling.

### 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.
- Demonstrated management and leadership skills including resource, people and project management in a team environment.

### 3. Communication and Interpersonal

- Well-developed communication skills (written, verbal and interpersonal) to be able to effectively communicate with technical and non-technical audiences.
- The ability to analyse and present complex technical matters and undertake benefits assessment for different systems and relate systems to whole of life cost of railway assets.

### 4. Conceptual, Analytical and Problem Solving

- Demonstrated conceptual and analytical skills, including the ability to develop innovative solutions to complex technical problems and issues.

### 5. Organisation

- Well-developed organisational skills, including the ability to achieve agreed targets and timelines.

### 6. 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.
- Willingness to work unsociable hours when 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
  - 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**