



## Job Description Form

### Our Purpose

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

**Position Title**

Project Civil Engineering Manager

**Level**

8

**Position Number**

35312

**Division/Directorate**

Major Projects Unit

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

September 2019

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Executive Director Major Projects Unit, Class 2

Subordinates: No Direct Reports

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### Key role of this position

Manages and technically directs the planning, design, development, implementation and review of civil engineering works for projects undertaken by the Major Projects Unit (MPU) of the Public Transport Authority (PTA). The role is also responsible for providing leadership, strategic direction and expert advice in relation to new construction, alterations, and maintenance of railway civil engineering assets in compliance with relevant standards, Codes of Practice and to satisfy the Rail Safety National Law.

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### Core duties and responsibilities

#### Technical Leadership

- Consults extensively with stakeholders and fosters/maintains strategic relationships.
- Manages and provides technical direction/advice.
- Through interaction with MPU Core engineering and assurance discipline managers and other stakeholders, ensures proper integration of civil works with other railway (or busway) infrastructure.
- Provides specialist technical advice to MPU managers/stakeholders as required on all matters pertaining to civil engineering works.
- Manages contracts and consultancies for civil and associated engineering services.
- Keeps ahead with contemporary trends in civil engineering solutions for modern electric passenger, freight railways and busways/bus stations.
- The occupant of this role does not have any direct subordinate reports, however, may have responsibility for leading and 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.

### Strategic Management

- As a member of the Major Projects Unit Core Team, contributes to MPU's strategic planning and direction.
- Ensures compliance with required regulations, standards, codes, corporate policies and procedures.

### Development and Improvement

- Assesses technical skill capabilities of professional/technical staff, identifying skill gaps and develop appropriate training and development programs to ensure relevant MPU staff and contractors are competent to carry out Civil Engineering activities.
- Monitors and reviews work practices within MPU, promoting innovation and continuous improvement, and provides leadership in introducing improvements.

### 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 significant demonstrated experience in the planning, design, procurement, construction and maintenance of railways including the following elements:
  - Earthworks;
  - 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.
- A minimum of 12 years proven experience in the discipline area post award of degree.

### 2. Management and Leadership

- Demonstrated leadership skills and strategic perspective in relation to rail infrastructure systems.
- Demonstrated management skills including resource, people and project management, converting strategies into operational plans, and achieving operational outcomes.

### 3. Communication and Interpersonal

- Highly 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

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

### 5. Organisation

- Highly developed organisational skills, including the ability to achieve agreed targets and timelines through the use of effective management and delegation.

### 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

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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**

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**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**

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