



## Job Description Form

### Our Purpose

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

**Position Title**  
Project Engineer

**Level**  
5

**Position Number**  
36974  
(Nominated)

**Division/Directorate**  
Infrastructure Planning and Land Services

**Branch/Section**  
Rail Engineering

**Effective Date**  
January 2024

**Health Task Risk Assessment Category**  
3

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### Reporting relationships

Superordinate: Senior Project Engineer, Level 6  
Subordinates: No Direct Reports

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### Key role of this position

Contributes to the development of concepts and ideas for major improvements, primarily for the suburban rail system in Perth and for passenger rail systems beyond the metropolitan area, principally in relation to railway permanent way design and planning.

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### Core duties and responsibilities

#### Engineering

- Provides high level technical input in the development of concepts and ideas for major improvements, primarily for the suburban rail system in Perth and for passenger rail systems beyond the metropolitan area as required.
- Prepares permanent way designs including earthworks and drainage.
- Prepares alignment and profile designs for railway routes.
- Reviews and updates permanent way design, standards and codes of practice.
- Develops, monitors and ensures compliance with required regulations, standards, codes, corporate policies and procedures, including Railway Safety Management and standards.

#### Project and Contract Management

- Develops contract documentation (including procurement planning, tender documentation and evaluation, contract formation) and contract management plans in consultation and negotiates with stakeholders.
- Assists in the coordination of scoping, development and review of projects.
- Assist in providing designs, plans, quantities and cost estimates and financial justifications for low to medium risk public transport network projects.
- Prepares scope of work and technical criteria documentation for contract purposes.

### Systems Engineering and Engineering Assurance

- Assists with the development and production of system engineering documentation used in the planning projects.
- Assist in maintaining requirements management plans and tools.
- Application of the PTA Project Management Framework, Engineering Management and Assurance across all projects.
- Acts as Principal's representative on designated projects.

### Other

- 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 Degree in Civil Engineering that is acceptable for membership of Engineers Australia.
- Sound understanding of permanent way design and experience in applying Australian design standards and codes in producing the permanent way designs.
- Relevant technical expertise, including relevant project management, contract management, systems engineering and engineering assurance experience.

### 2. Leadership and Management

- Well-developed coaching and mentoring skills and the ability to develop others.

### 3. Communication and Interpersonal

- Well-developed skills in building and maintaining effective relationships with a range of stakeholders (internal and external) including the ability to provide specialist advice at all levels.
- Demonstrated ability in working effectively in a team environment.

### 4. Conceptual, Analytical and Problem Solving

Well-developed conceptual, analytical and problem-solving skills, including a demonstrated ability to analyse and resolve complex 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.

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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

