



Job Description Form

Our Purpose

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

Position Title

Civil Engineer

Level

5

Position Number

35324, 36018, 36020, 36023, 36024

Division/Directorate

Network & Infrastructure

Branch/Section

Civil

Effective Date

May 2023

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Civil Maintenance Manager / Principal Civil Engineer / Manager – Third Parties, Level 7

Subordinate: No Direct Reports

Key role of this position

Provides engineering support for all asset management aspects including maintenance, design, construction, upgrades and modifications of the branch assets; project manages third party access to the PTA's rail network and safeguards PTA assets; contributing to the overall performance, reliability and all other associated activities in accordance with PTA and regulatory requirements.

Core duties and responsibilities

Leadership and Management

- As a member of the branch, contributes to both the branch operational performance and the reliability of assets leading to the effective delivery of services for the PTA.
- Contributes to the branch engagement and performance by contributing ideas and opinions for improvement; delivering against Divisional and Branch objectives and management expectations; maintaining and developing technical competence.
- Contributes to developing a positive safety culture, contributing ideas and opinions for continuous improvement in workplace safety, engineering design and maintenance delivery ensuring works personally carried out comply with PTA requirements and other legislative requirements.
- Provides support and contributes to general business matters relating to the branch operation, such as risk management, policy and procedure development, performance reporting and continuous improvements to ensure the branch delivers in accordance to PTA requirements.

Asset Management

- Provides technical guidance and advice with regard to technical matters such as to designs, drawings and documents and represent the branch as a technical expert.
- Assists in the areas of design, maintenance, testing and commissions, inspecting, testing, reviewing, investigating and any other arrangements necessary to support the operation; provide oversight of third party works being carried out on or around PTA assets; carrying out delegated arrangements to achieve business objectives appropriately and to management expectation.
- Assists in the review and development of technical requirements necessary to comply with Legislation, Standards and other external regulations taking account of engineering best practice; and with the development and review of codes of practice, technical standards, specifications, work instructions and good practice guides.

- Assist with the delivery of asset renewal requirements for branch assets, supporting or acting as Project Engineer to deliver renewal programs and projects within the division and for major projects so that works necessary to deliver PTA goals are identified, specified and achieved.

SELECTION CRITERIA

1. Core Competencies

- Possession of Degree in Civil Engineering or equivalent with recognition by, or membership of, the Institute of Engineers, Australia.
- Proven experience in providing civil engineering support in the planning, design and delivery of maintenance and/or construction works in an operational asset intensive environment. Proven experience of applying asset management frameworks and asset management strategy.
- Good knowledge of civil engineering practices and an ability to manage multiple tasks in a high intensity environment.

2. Management and Leadership

- Demonstrated experience in providing leadership to others than contributes to the achievement of agreed outcomes for a team.

3. Communication and Interpersonal

- Good verbal, written and interpersonal communication skill, including negotiation and facilitation skills.
- Demonstrated ability to write concise and well-structured technical reports.
- Ability to develop rapport with internal and external stakeholders.

4. Conceptual, Analytical and Problem Solving

- Good conceptual and analytical skills.
- Ability to resolve complex technical and operational problems and issues.

5. Planning and Organisational

- Good planning and organisational skills with the ability to achieve agreed targets and timelines through the use of effective teamwork and delegation.

6. Personal Attributes

- Demonstrates self-awareness, insight, astuteness and strong commitment to:
 - Personal development.
 - Safety leadership

7. 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 to work unsocial hours, callouts, travel and stay away from home station, sometimes at short notice.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment:
 - Individual Access (IA) Track Access Permit

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