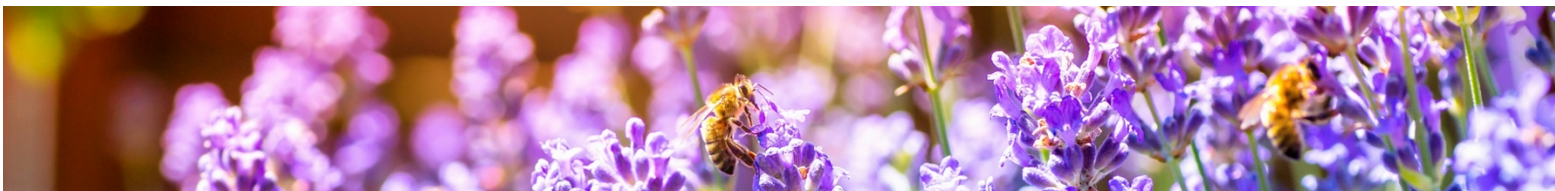


Position Description

Traffic Engineer



Branch	Assets	Position Grade	15
Division	Service and Project Delivery	Position Status	Permanent Full-time
Reports To	Coordinator Assets – Roads & Traffic	Standard Hours Per Week	35
Direct Reports	1	Position Delegations	Yes
Indirect Reports	Nil	Position Budget Responsibility	
Position Number	2AS003	Award	Local Government (State) Award
Date PD Authorised	17/12/2020	Award Band	Prof Band 3 Level 3

The Opportunity

The Traffic Engineer works in a small specialist team responsible for traffic and road safety related investigations and for recommending solutions that address the problems.

Key Responsibilities

1. Investigate traffic, street lighting and road safety concerns by the community, elected representatives and government agencies and recommend actions that address the concerns.
2. Service the Local Traffic Committee through the preparation of agendas, reports, correspondence and works instructions to install traffic management devices.
3. Liaise and negotiate with key statutory authorities with traffic responsibilities including the Roads and Maritime Services, the NSW Police Force and Transport for NSW.
4. Provide traffic engineering advice and support to internal and external customers regarding special events, capital works and development control related matters.
5. Manage the Road Safety Officer position and provide guidance and advice in the road safety area.
6. Manage requests from the National Heavy Vehicle Regulator and heavy vehicle operators for heavy and oversize/overmass vehicles to use Council roads.
7. Manage requests for new street lighting as Council's nominated street lighting officer and ensure maintenance of existing lighting.
8. Collect and use traffic volume data, traffic counters, crash history and intersection counts, and analyse survey data, update databases and prepare reports as required.
9. Prepare grant applications as and when required.
10. Maintain up to date knowledge of all codes, legislative requirements and industry standards impacting traffic engineering.
11. Manage and undertake minor traffic engineering design projects.
12. Maintain an understanding and use of traffic modelling and transport planning tools where necessary.

Note: An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

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Essential Criteria

1. Tertiary qualifications in Civil Engineering or relevant discipline and experience sufficient for eligibility for admission as a Member of the Australian Institute of Traffic Planning and Management.
2. Demonstrated experience in traffic engineering or transport planning.
3. Demonstrated experience in assessing traffic management plans.
4. Demonstrated effective and clear verbal and written communication skills, including report writing.
5. Demonstrated excellent problem solving and analytical skills.
6. Demonstrated experience in managing contracts.
7. A high level of computer literacy, with experience using word processing, spreadsheets, databases, internet, asset management, financial and record management software and traffic engineering software such as SIDRA.
8. Current NSW Drivers Licence (Class C).

Desirable Criteria

- Experience in managing and reporting to a Traffic Committee;
- Experience in road design and use of design software;
- A Design and Audit Traffic Plans Certificate and/or prepare work zone TMP Licence;
- Local Government experience in a similar position;
- Knowledge and understanding of geometric road design principles and their application.

Physical Requirements

The position may have some or all of the following requirements:

- Keyboarding / Data Entry (repetitive)
- Climbing stairs (within building)
- Squatting for prolonged periods
- Walking over rough terrain
- Working in a dusty environment
- Working in a noisy environment with adequate hearing protection
- Repetitive work – sitting, standing, driving
- Working in inclement weather

Capabilities






Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all employees.

Council’s Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

Essential and Focus Capabilities

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	Display Resilience & Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Intermediate



Acknowledgement

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

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Employee Name (Print)

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Witness Name (Print)

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Signature

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Signature

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Date

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Date