

Position Description

POSITION	Traffic Management Officer
SECTION	Access and Project Management
DEPARTMENT	City Assets
BUDGET SUBJECT	662
POSITION NO.	BCC504, BCC505 & BCC509
POSITION TYPE	Full-time
REPORTS TO	Co-ordinator Traffic Management
DIRECT REPORTS	No
POSITION GRADE	Band 3, Level 1, <u>Salary System</u> Grade 11
DATE	February 2014

POSITION PURPOSE:

- To provide professional support to Co-ordinator Traffic Management.
- To contribute to the provision of effective and efficient Transport and City Projects services to the community.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the Work Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Tertiary qualifications in traffic engineering or an engineering related field would be desirable. However, applicants with sub professional qualifications may be acceptable for applicants with suitable experience.
- Extensive experience.
- Current driver's licence.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Traffic Request Investigations.
- Preparation of items for Traffic Committee.
- Traffic Survey Organisation and Management.
- Database maintenance for traffic surveys and accidents.
- Correspondence.
- Customer Relations.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Ensure that requests/complaints on traffic matters are processed promptly in accordance with agreed performance targets.
- Assess the traffic impact of Development Applications within agreed time frames.

- Undertake investigation and preparation of suitable reports and estimates to assess traffic matters for consideration by Local Traffic Committee and/or Council.
- Undertake site visits, site meetings, as necessary, to assess traffic matters.
- Maintain high quality standards for completion of tasks undertaken.
- Ensure that Council customers receive high quality service and that Council's customer service standards are met.
- Attend resident and Community Meetings.
- Liaise and communicate with other external transport agencies.
- Attend technical meetings within and outside the Council, as necessary, to keep abreast of modern techniques and procedures to ensure the up-to-date nature of the Traffic section system.
- Ensure all internal records and databases are well maintained in relation to traffic matters.
- Prepare and sign correspondence within the terms of delegation.
- Arrange Implementation and maintenance of Traffic Management facilities.
- Coordinate and undertake traffic counts.
- Update and maintain accident database.
- Design minor traffic facilities/construction.
- Undertake traffic modelling, as required.
- Supervision of Chainmen for traffic count installations and setting out of facilities.
- Investigate and process street lighting requests.
- Other Duties as directed by Manager of Transport and City Projects and Director of City Assets.

SELECTION CRITERIA:

- Relevant experience and appropriate qualifications in accordance with requirements outlined in the position description.
- A good level of skills and knowledge to undertake investigation and assessment of traffic related issues.
- Good written communication skills for preparation of reports and correspondence.
- Good verbal communication and negotiation skills to liaise with the public and relevant external agencies.
- Experience in community consultation and computer applications will be highly regarded.
- Knowledge of applicable legislation/regulations.
- Demonstrated commitment to customer service.

- Ability to work within a team environment.
- Availability to work flexible working hours.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Processing of Traffic Requests/Complaints.
- Key Tasks - Ave Nett Working Days:
 - Completion of Priority 1 requests 5
 - Completion of Priority 2 requests 10
 - Completion of Priority 3 requests 15

Employee Name (PRINT): _____

Employee Sighted and Agreed: _____

Date: _____

Supervisor Name (PRINT): _____

Authorised by Supervisor: _____

Date: _____