

Position Title	Transport Engineer
Directorate	City Futures
Department/Business Unit	Infrastructure Strategy
Team	Transport & Parking
Classification	Band 6
Date	September 2026
Reports to:	Team Leader Transport
Supervises:	Nil
Internal Liaison:	Parking Infrastructure team, Parking Compliance team, Infrastructure Strategy Department, Civil and Open Space Projects, Customer Experience, City Development, City Works, Placemaking
External Liaison:	Residents, businesses, visitors, contractors, consultants, Victoria Police, Victorian Government departments, other municipalities

Position Objectives

Your primary purpose in this position is to:

- Provide professional advice in relation to Traffic Management and Parking Management matters, assisting with the implementation of Unit Business Plan to improve the safety and management of traffic by:
 - Providing high-quality customer service in response to customer requests related to Traffic and Parking management and Road Safety including maintaining information systems and databases.
 - Providing recommendations related to forward planning for Traffic and Parking management and Road Safety aspects of the Unit's Business Plan; and
 - Assessing and commenting on Traffic and Transport implications of Development referrals and recommend specific conditions for inclusion in permits
 - Assisting with advocacy for improvements to the road environment within the CGD municipal area and adjoining localities to improve safety and reduce the impact on residential properties.

Key Selection Criteria

You need these essential qualifications or experience, knowledge and skills to carry out this position:

- A degree or diploma qualification in Civil Engineering, Transport Engineering or a related discipline that would qualify for membership of Engineers Australia, or equivalent qualifications and experience.
- Experience in traffic and transport engineering, including the investigation, assessment and resolution of traffic, parking, road safety and transport issues.
- Experience analysing and interpreting traffic data, parking data, crash data, transport modelling outputs and/or Geographic Information Systems (GIS) information to inform transport planning, road safety and engineering decisions.
- Experience reviewing development applications, traffic impact assessments, construction management plans and other planning referrals.
- Knowledge of relevant legislation, standards, guidelines and policies relating to traffic and transport engineering, including Victorian road management, road safety, planning and local government frameworks.
- Highly effective interpersonal, verbal, and written communication skills including report writing, presentation and advocacy.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Working with Children's Check
- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence
- ☒ current construction induction training (white card)

The following are desirable:

- ☒ Membership of a relevant professional association
- ☒ Experience working in partnership with key stakeholders such as the Transport and Planning (DTP), Victoria Police, developers, utilities, consultants or other government agencies on transport-related matters.

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Professional Advice	- Provide professional advice in relation to Traffic Management and Parking Management matters. - Advice acknowledges the unique circumstances and/or context within which development is occurring in CGD.
Customer Service	- Investigate customer requests and provide timely responses to the resolution of day-to-day Traffic Management, Road Safety, Parking, Traffic signal and Transport engineering related issues. - Assess Traffic Management plans and recommend related consent conditions. - Provide technical advice. - Provide specialist technical advice: - regarding Traffic and Parking management requirements for new subdivisions; and - to internal business units and Council regarding Traffic Management, Road Safety, Parking, Traffic signal and Transport engineering related issues.
Development Referrals	Carry out Traffic engineering assessment of referred proposals, preparing clear and concise comments and specific recommendations including conditions for the granting of permit.
Traffic Guidance Schemes	Review and comment on Traffic Guidance Schemes and Traffic Management Plans.
Unit Business Plan Development & Implementation	- Research and interpret Traffic, Parking, and Road Safety trends to establish key issues / challenges, assisting in reviewing sustainable Traffic & Parking management and Road Safety goals, objectives, and targets: - Proposing improved alternative business and/or policy responses, - Assisting in the evaluation of preferred business and/or policy options, - Assisting in the annual review of projects in line with Business Plan; and - Assisting with the preparation of regular reports on Unit KPIs.
Information Technology	- Implement data collection strategies and assist with the management of information systems, contributing to the improvement of databases and systems. - Deliver consistent professional advice to Council's Parking Review Committee.
Advocacy	- Communicate regularly with VicRoads to advocate for increased funding for Road Safety improvements and education activities. - Support Coordinator Transport in coordinating Council's Road Safety Reference Group.
Liaison	- Liaise with external bodies such as Victoria Police, other Councils, Service authorities, VicRoads, and other relevant organisations to ensure these bodies understand and support the objectives of the Unit. - Participate with regional groups of Councils to facilitate improved provision of Traffic & Parking management, Road Safety and Public transport. - Liaise with Council colleagues to ensure that they are fully informed, their Traffic Management and Road Safety issues are acknowledged, and their support is gained in pursuing the Unit's objectives.
Reporting	Periodically report on Local Area Traffic Management planning, Road Safety

	Strategic Plan implementation, Parking changes and other activities of the team, assisting in the preparation and drafting of reports.
Working out of Hours	The role may involve occasional working out of hours for the purposes of undertaking traffic counts, reviewing traffic management and community engagement sessions. The relevant/applicable overtime/penalty rates will then be paid.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are found on The Source > [Capability Framework | Greater Dandenong Council](#)

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are found on The Source > People, Culture and Safety > [REACH | Greater Dandenong Council](#)

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: - Take reasonable care of their own health and safety. - Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. - Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. - Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. - Participate in health and safety training programs and initiatives.
Child Safety	- Comply with the organisation's Child Safety and Wellbeing Policy, Child Safe Code of Conduct and all other Council Child Safe Policies & Procedures - Demonstrate a commitment to child safety, equity, inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards. - Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations.
Climate Change & Sustainability	Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	- Remain mindful of the requirements of the Victorian Charter of Human Rights at all times - Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. - Perform other duties as directed within the limits of acquired skills, knowledge, and training. - At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees.

	At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	- Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: - zero tolerance of racism and expectations that staff will act on incidents of racism - supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	Support Councils response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

- ☐ Not required.
- ☒ This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.
- ☐ This role may be subject to work related contact outside of normal business hours. This position may require participation in an on-call, stand-by or availability roster. (Refer to 'Working out of hours' under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor		☐	☐	☐	☒
Team based work – works in a team of people and not exposed to isolation		☐	☐	☐	☒
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy		☐	☐	☐	☒
Concentrating – high levels of concentration required while completing required tasks		☐	☐	☐	☒
Planning and sequencing tasks and activities		☐	☐	☐	☒
Decision making – required to exercise sound decision making while completing all aspects of the position		☐	☐	☐	☒
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course		☐	☐	☐	☒

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
<i>of the day</i>					
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		☐	☐	☐	☒
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		☐	☐	☐	☒
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position		☐	☐	☐	☒
Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control		☐	☐	☐	☒
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		☐	☐	☐	☒

Physical Requirements

- ☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires $\geq 10\%$ (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]
- ☐ This position requires a vision test
- ☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes = 50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position		☐	☒	☐	☐
Standing – standing in an upright position, moving less than 3 steps		☐	☐	☒	☐
Walking – In an upright position, moving more than 3 steps		☐	☐	☒	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		☐	☒	☐	☐
Kneeling – To lower the body		☐	☒	☐	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds		☐	☐	☒	☐
Reaching – Extending arms out in any direction		☐	☐	☒	☐
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		☐	☐	☒	☐
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		☐	☒	☐	☐
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended		☐	☒	☐	☐
Writing/typing		☐	☐	☒	☐
Climb ladders		☐	☒	☐	☐
Climb or descend stairs		☐	☐	☒	☐
Low level work – Performing manual handling actions at or near ground level		☒	☐	☐	☐
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders		☐	☒	☐	☐
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		☐	☒	☐	☐
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		☐	☒	☐	☐
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☐	☒	☐	☐
5.1 – 10kg		☐	☒	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☐	☒	☐	☐
Lift waist to shoulder		☐	☒	☐	☐
Lift overhead		☐	☒	☐	☐
Pushing/pulling		☒	☐	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors (as defined in Council's Enterprise Agreement)

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- May manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.
- Where the prime responsibility is for resource management, the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.

- Where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this Band on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Where involved in policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Have a formal input into policy development within their area of expertise and/or management.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice is usually available.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Require proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- Require an understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.
- Where the primary function is to manage resources, require a familiarity with relevant budgeting techniques.

Management & Interpersonal skills

The essential position requirements include:

- Require skills in managing time, setting priorities, planning, and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee's development.
- Require the ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			