

Position Description

| Position Title | Transport (Traffic) Engineer |
|--------------------------|--|
| Directorate | Business, Engineering & Major Projects |
| Department/Business Unit | Transport and Civil Development |
| Team | Transport |
| Classification | Band 6 |
| Date | May 2023 |
| Reports to: | Coordinator - Transport |
| Supervises: | Nil |
| Internal Liaison: | Managers, Councillors, Other staff |
| External Liaison: | State Government Departments, Community Agencies, Other Local Government Authorities, Contractors, Members of the Public, Community Groups, Professional Consultants, Unions and Professional Bodies, Industry Organisations, Emergency Services |

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

- Relevant tertiary qualification & membership / eligibility for membership of a professional association with some relevant experience, including demonstrated:
 - knowledge of Civil Engineering principles in relation to Traffic & Parking management, specifically Road Safety engineering with a proven record of Traffic engineering experience and skills.
 - knowledge of and ability to interpret Local Government Act, Transport Act, Road Management Act, Road Rules (Vic) and other associated regulations, standards, and codes of practice government policy; and
 - effective analytical and problem-solving skills in relation to Traffic & Parking management specifically Road Safety engineering.
- 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:

- ☒ current valid (and ongoing) Victorian Driver's Licence
- ☒ current Construction Induction 'White Card'
- ☒ current Registered Professional Engineer or eligibility for registration

Position Specific Responsibilities & Skills

In this position, you are responsible for:

| | |
|---|--|
| Professional Advice | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Review and comment on Traffic Guidance Schemes and Traffic Management Plans |
| Unit Business Plan Development & Implementation | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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. |

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 at the back.

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 at the back.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

| | |
|--|---|
| Emergency Management | <ul style="list-style-type: none">• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required |
| Child Safety | <ul style="list-style-type: none">• Understand obligations and act in an appropriate manner with and around children• Promote positive work practices with children• Establish boundaries around acceptable and unacceptable behaviour in relation to children• Adhere to reporting obligations where there is suspected or discovered child abuse |
| Climate Change & Sustainability | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including:<ul style="list-style-type: none">○ 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 | <ul style="list-style-type: none">• Support Council's 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.

Vision and Hearing Requirements

- ☐ This position requires a vision test
- ☐ This position requires a hearing test

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 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Team based work – works in a team of people and not exposed to isolation | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Communicating with others – Verbally | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Communicating with others - Written | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Concentrating – high levels of concentration required while completing required tasks | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Planning and sequencing tasks and activities | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Decision making – required to exercise sound decision making while completing all aspects of the position | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines, dealing with aggressive or upset customers/clients, general workload demands, change beyond individual's personal control. | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Physical Requirements

☒ This position does not require more than 10-15% manual handling/physical exertion.

| 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 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Standing – standing in an upright position, moving less than 3 steps | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking – In an upright position, moving more than 3 steps | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawling – Move on the hands & knees or by dragging the body close to the ground | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-manual handling | | | | | |
| Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneeling – To lower the body | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching – Extending arms out in any direction | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Writing/typing | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Climb ladders | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb or descend stairs | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Low level work – Performing manual handling actions at or near ground level | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Weight requirements – lift, carry, push, pull or hold | | | | | |
| 1-5kg | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.1 – 10kg | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.1 – 15kg | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15.1 – 20kg | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift floor to hip | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift waist to shoulder | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift overhead | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing/pulling | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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:

- Implementation of:
 - delegated strategic actions,
 - applications for external funding; as well as
 - safety or education programs or other initiatives, achieving all delegated Program or Strategic action objectives.
- Providing professional advice and support, drawing on specialist expertise in decision making and problem solving within the Transport Unit, with the freedom to act subject to regulations and policies and regular supervision. The effect of these decisions and actions taken on individual clients may be significant, but it is usually subject to appeal or review by the Coordinator Transport
- Assisting with resource management, with the freedom to act governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of these decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Compliance with all relevant statutory responsibilities, including the provision of professional advice internally and provision of information to government and other statutory bodies.

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.

Independently:

- Required to interpret all Standards and Guidelines, as well as Legislation, Regulations and Codes of Practice relevant to traffic & transport engineering
- Required to apply Engineering judgement to assist with implementation of relevant strategies and policies within the Transport Unit's Business Plan.

With Input including guidance from Coordinator Transport

- Required to identify improvement opportunities to established or proposed policy responses and action plans

Recommends and Identifies to the Coordinator Transport:

- Improvements to or new initiatives relating to Road Safety and sustainable Transport.

Guidance:

- Guidance and advice are always available from the Coordinator Transport.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Relevant tertiary qualification & membership / eligibility for membership of a professional association with some relevant experience including demonstrated:
 - knowledge of Civil Engineering principles in relation to Traffic & Parking management, specifically Road Safety engineering with a proven record of Traffic engineering experience and skills.
 - knowledge of and ability to interpret Local Government Act, Transport Act, Road Management Act, Road Rules (Vic) and other associated regulations, standards, and codes of practice government policy,
 - experience in meeting requirements of external funding organizations and implementing related projects and initiatives; and
 - effective analytical and problem-solving skills in relation to Traffic & Parking management specifically Road Safety engineering.

Management & Interpersonal skills

The essential position requirements include:

- 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,
- 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.
- 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.
- A positive 'can-do' approach which incorporates professionalism, ethical standards, and integrity.
- Highly effective interpersonal, verbal, and written communication skills including report writing, presentation and advocacy.

Verification & Approvals

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

| | Name | Signature | Date |
|--------------------|-------------------|-----------|----------|
| Prepared by | Danny Przychodzki | | May 2023 |
| Manager | Lucas Sikiotis | | May 2023 |
| Director | Paul Kearsley | | May 2023 |
| Occupant | | | |

Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Demonstrates respect for the wide range of views and perspectives that are expressed in their teams
- Contributes effectively to team meetings
- Demonstrates commitment to team decisions
- Demonstrates respect for other team members

Planning & Organising

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Is able to explain the relationship between own work activities and the goals and objectives of the team
- Prioritises work based on the needs of the team
- Shares relevant information as and when appropriate
- Consistently does her/his share of the work

People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Is active in identifying opportunities for ongoing growth and development
- Seeks feedback with a view to personal and professional development
- Looks for opportunities to grow skills and knowledge
- Is proactive in managing own career development

Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Incorporates key issues impacting the broader environment into the way they undertake their work
- Responds flexibly to change
- Shows resilience in times of change
- Seeks support during times of uncertainty

Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Demonstrates a willingness to take informed risks in solving client issues
- Ensures tasks are consistently completed to the required standard
- Responds promptly and appropriately to requests for service
- Consistently follows established practices and procedures

Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Is friendly and responsive to clients/customers
- Strives to deliver quality client/customer outcomes
- Deals with client/customer issues with concern and a sense of importance

Self-management

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Accepts personal responsibility for outcomes within their control
- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement
- Models Greater Dandenong's ethical and organisational standards
- Acts decisively during times of ambiguity and pressure

Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Actively participates in discussions and activities aimed at improving safety, health and wellbeing
- Takes responsibility for the personal safety, health and wellbeing of self and immediate others
- Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

Council's REACH Values

Respectful

We respect and care about our community, each other and ourselves.
We act with integrity at all times and in all matters.
We take time to listen to and seek to understand the other point of view.
We strive to understand and respect the diversity of our community and our workplace.
We understand our role in the community and respect the responsibility that comes with

Creative

We care about getting the best outcomes.
We constantly ask: What's the future and what's possible?
We have the courage to try new ideas.
We strive for excellence in everything we do.

Engaged

We listen to our community and respond.
We work together with our community and each other, to achieve the best outcome.
We have the confidence to challenge the status quo, to reach for better outcomes.
We are action-oriented in identifying and responding to new challenges.

Honest

We tell the truth, even when we know people may not want to hear it.
We form our opinions and give advice from sound, evidence based research.
We act with humility and apply the highest standards of ethical behaviour to everything we do.

Accountable

We are proud of our city, our community and our achievements.
We spend our time and effort on solutions rather than looking for someone to blame.
We take responsibility for our actions.

