

TRAFFIC ENGINEER POSITION DESCRIPTION

Department:	Urban Planning & Environment
Unit:	Traffic & Integrated Transport
Section:	-
Reports To:	Manager, Traffic & Integrated Transport The Position is also expected to work in collaboration with other staff across the organisation.
Direct Reports:	Nil.
Classification:	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 4 to 5
Special Conditions:	Out-of-hours attendance at Council or committee meetings, workshops and information sessions and community consultation sessions may be required from time to time.

PURPOSE

The City of Norwood Payneham & St Peters is a vibrant municipality that enjoys a reputation as one of Adelaide's most desirable places to live, work, study and visit. The City is shaped by its cultural diversity, strong community spirit, rich heritage and cosmopolitan lifestyle.

The Council's Strategic Plan, *CityPlan 2030 – Shaping our Future* provides the overarching strategic framework for all of the Council's services, projects and decision making.

The Vision for the City's Community Well-being is underpinned by the four Outcomes of Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability.

Traffic management responds to *community well-being* and strongly aligns with all four pillars, particularly Social Equity – *An inclusive, connected, accessible and friendly community*.

There will be a strong focus on the delivery of traffic management and on-street parking solutions which promote:

- best practice traffic management solutions;
- City wide vehicle, pedestrian and cyclist safety; and
- sustainable and integrated transport and movement systems.

The Traffic Engineer is expected to have excellent communication skills as well as a high level of experience and knowledge on the technical aspects of traffic management and traffic related legislation, standards, guidelines, codes of practices in South Australia.

KEY RESPONSIBILITIES

Traffic Management, Road Safety & Events

- Administration of the assigned responsibilities under the *Road Traffic Act 1961* and the *Local Government Act 1999*, in accordance with the delegated authority for the position.
- Assist with the implementation of the Council's On-Street Parking Policy and Traffic Management Function.
- Review and address customer requests, enquiries and complaints regarding traffic management and on-street parking issues.
- Undertake investigations associated with traffic management and on-street parking concerns raised by citizens and prepare reports, correspondence, solutions and recommendations.
- Process National Heavy Vehicle Regulator portal permit requests.
- Assist to organise events such as Ride to Work/School Day.
- Prepare and review Work Zone Traffic Management Plans, as required.
- Coordinate discussions with residents, businesses, consultants, as well as internal stakeholders to discuss, engage or consult on traffic management related issues, including on-street parking.

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- Negotiate and liaise with officers from the Department for Infrastructure and Transport (DIT), other councils and transport engineering consultancy, as required.

Reporting & Strategic Planning

- Assist with the collection of traffic data and maintain traffic counts throughout the City and collate, analyse and interpret data for evidence-based reporting.
- Provide advice and formulate effective practical solutions in the planning and delivery of traffic management, as required.
- Assist to prepare, maintain and review traffic related engineering standards, policies and requirements, as required and ensure that best practices principles are met.

Provision of Services & Advice

- Provide sound and practical technical advice in respect of Development Applications, Outdoor Dining Applications, Council projects and asset renewal programs.
- Exercise judgement and initiative to address all enquiries and resolve citizen's concerns and issues and refer matters to the Senior Traffic Engineer and Manager, Traffic & Integrated Transport, as appropriate.
- Liaise effectively and efficiently with stakeholders including Elected Members, staff, residents, property owners, Government Departments, funding bodies and service authorities.
- Assist to facilitate community consultation processes associated with traffic management in a manner that enhances effective working relationships between the Council and the community.
- Investigate and advise on the installation of traffic related infrastructure.
- Advise and inform other staff of traffic related matters.

SELECTION CRITERIA

Essential Criteria

- A relevant qualification or equivalent experience in traffic & transport management, investigation, analysis and design.
- Experience in addressing challenging situations, diverse people and interests and resolving complex problems.
- Ability to develop concept designs of traffic management solutions that meet Australian Standards and Guidelines
- Ability to assess planning and building developments in relation to traffic, parking and access requirements.
- Ability in the use of Microsoft Excel and Word software.
- Comprehensive knowledge of Traffic Management for all modes of transport, road safety principles, and on-street and off-street parking requirements.
- Ability to maintain an evidence-based framework of traffic and safety issues.
- Excellent communication skills, both written and verbal and ability to adapt style for different stakeholder groups including citizens, other staff and State Government bodies.
- Ability to work in an efficient, effective and timely manner.
- Ability to assess and interpret data and undertake traffic related investigations.

Desirable Criteria

- Experience in delivering and overseeing community consultation.
- Experience working within Local Government.
- Knowledge of good governance principles and practices and the role and responsibilities of Local Government.
- Ability in the use of AutoCad and AutoTurn.
- Technical Knowledge associated with the management of traffic and all modes of transport (driving, walking, cycling and public transport);
- A working knowledge of the following legislation:
 - *The Local Government Act 1999.*
 - *The Road Traffic Act 1961.*
 - *The Road Opening & Closing Act (SA) 1991.*
 - *The Private Parking Areas Act 1986.*
 - *The Disability Discrimination Act 1992.*
 - *The relevant Australian Standards and Austroads Guidelines.*
- *The DIT Manual of Legal Responsibilities and Technical Requirements, Part 2 Code of Technical Requirements.*

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JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Current drivers licence
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- All Workers
- Prioritise safety in the workplace.
 - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
 - Comply with legislation, policies, procedures and participate in WHS training.
 - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
 - Use tools and equipment correctly to protect the health and safety of yourself and others.
 - Ensure you are medically and physically fit to undertake the requirements of your position.
 - Follow reasonable safety instructions.
 - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY: **READ & AGREED TO BY:**

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumbent.
TRAFFIC ENGINEER
Date _____