

POSITION DESCRIPTION



POSITION TITLE:	Traffic Facilities Officer	DEPARTMENT:	Infrastructure & Assets
REPORTS TO:	Works Coordinator – Maintenance		
CLASSIFICATION:	Grade 4 - Steps 1 to 4 DSC Salary System	BASIS OF EMPLOYMENT:	Permanent Full Time 38 Hour / 4 Day Week
AWARD:	Local Government (State) Award	LOCATION:	Dungog Shire Council Works Depot

POSITION OBJECTIVE

The Traffic Facilities Officer is responsible for the installation and maintenance of Council's signs and guideposts, setting out line marking for roads, installation and maintenance of traffic counters, ordering of materials, following standards, operation of plant and equipment, acting as relief store person and general construction and maintenance duties including labouring associated with Council's infrastructure.

KEY DUTIES AND RESPONSIBILITIES

Duties shall be primarily based on the day to day operations of Council's Infrastructure & Assets Department and will include but not be limited to:

- Erection and maintenance of signs, guideposts, guardrail and other roadside furnishings to applicable standards.
- Organise, transport and supervise staff and/or contractors including the acquisition of materials.
- Undertake marking out for linemarking of roads and sporting fields
- Installation and downloading of information from Council's traffic counters including generating reports.
- Act as relief Store person
- Assist in road safety audits and condition surveys of Council's roads and road infrastructure
- Assist in the construction and maintenance of ancillary items in Council's road infrastructure, Council buildings and other infrastructure.
- Street Cleaning duties.
- Maintenance, construction and inspection of parks and sporting grounds. Including Grass cutting using hand and ride-on mowers, brushcutters.
- Spraying of herbicides as directed
- Footpath and playground inspections
- Operate plant and equipment to high standards and within all safety and legal requirements
- Maintain plant and equipment including daily inspection ensuring cleanliness of Plant - body, cab, tray, etc
- Assist or undertake as necessary loading and unloading of materials or machinery to be transported.
- Complete Daily Running Sheets, risk assessment, timesheets and other paperwork as required.
- Implement the Council's WHS policies, procedures and programs in the relevant work area to achieve WHS standards
- Assist/respond to emergency needs during flooding and other natural disasters
- Undertake manual labouring duties.
- Other duties as directed by the Supervisor

POSITION DESCRIPTION

Traffic Facilities Officer

SAFETY

- Undertake duties with compliance to WHS Act, WorkCover codes of practise and Council's WHS Policies and Procedures
- Working safely at all times to protect your own health and safety, and the health and safety of everyone with whom you work, and any other person who is at the worksite
- Actively participate in risk assessments to ensure high-risk activities are identified and controlled. Suggest improvements where required.
- Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety.
- Cooperating with all safety programs being implemented by the Council and follow specified safe systems of work
- Contribute to the continuous improvements of Council's WHS Policies and Procedures
- Contribute to Worksite Hazard Identification, Risk Assessment and WHS site inductions
- Worksites are managed to ensure the safety of the work team and public. At the end of work activities ensures that worksites are left in a state consistent with agreed safety standards
- Complete Incident Reports for all worksite accidents and near misses
- Notify OH&S Co-ordinator of accidents involving injury immediately and completes Accident Report form
- Potentially hazardous situations are rectified or reported immediately to Supervisor
- Participating in occupational health and safety consultation and training initiatives, and use of personal protective equipment and clothing that is specified and supplied by Council.

QUALITY

- Carry out tasks with the aim of minimising errors, waste and variations.
- Ensure compliance with appropriate quality standards and public expectations.

ENVIRONMENT

- Set up planned environmental measures and ensure they operate effectively.
- Monitor the ongoing effectiveness of environmental protection measures and suggest improvements where required.

AUTHORITY & ACCOUNTABILITY

- Report any problems or concerns to supervisors and management
- Act in accordance with Council's Code of Conduct
- Comply with Council's record keeping requirements
- Ensure that all work conforms to required legislative, safety and quality standards
- Promote a positive image of Council as a quality service provider
- Participate as a team member of the Engineering Department to focus on and achieve the objectives/strategies set out in Council's Management Plan
- Authority to give directions to Contractors to clarify tasks and ensure compliance with WHS standards.
- Accountable to the Works Supervisor - Services for effective and efficient performance of duties and responsibilities
- Requests from the public are referred to Council's office staff for follow up by the appropriate officer
- Undertake training in accordance with training programmes and statutory requirements

POSITION DESCRIPTION

Traffic Facilities Officer

JUDGEMENT & PROBLEM SOLVING

- Provide recommendations to supervisors and management on issues relevant to the department
- Ability to act and think decisively.
- Ability to understand and resolve problems.
- Ability to assist and respond to emergency situations
- Involve other staff in determination of the most appropriate solution to worksite problems

SPECIALIST KNOWLEDGE & SKILLS

- Demonstrated experience and competence in all aspects of concrete work related to this position
- Demonstrated understanding of OH&S legislation and principles.
- Knowledge of relevant safety standards and principles
- Ability to solve problems in the field.

MANAGEMENT SKILLS

- Ability to establish daily individual objectives, priorities and task requirements.
- Ability to assist in achieving agreed productivity, timing and budgetary targets.
- Ability to coordinate and undertake a number of different concurrent activities.
- Ability to implement OH&S procedures and policies.
- Self motivated with a continuous improvement attitude.

INTERPERSONAL SKILLS

- Sound verbal and written communication skills.
- Ability to listen, interpret and action directives.
- Ability to impart knowledge, advise and liaise with others.
- Ability to give and receive advice and directions.
- Ability to establish good working relationship with other staff.
- Ability to both communicate and achieve commitment to decisions.
- Demonstrated ability to promote teamwork principles, integrity and honesty.

PHYSICAL DEMANDS

The physical demands described in the job demands checklist are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please refer to the job demand checklist which accompanies this position description.

POSITION DESCRIPTION

Traffic Facilities Officer

SELECTION CRITERIA

Essential

- Class C Driving Licence
- Experience in the installation and maintenance of signs and other roadside furnishings and markings including a sound knowledge to the relevant standards relating to their installation.
- Proven computer skills including MS Office Suite.
- Proven interpersonal, verbal and written communication skills
- Proven ability to work as part of a self-managed work team
- Literacy and Numeracy to year 10 or equivalent
- Working knowledge of WHS Act and practices
- WorkCover WHS Induction Training for Construction Work
- Current Traffic Control, Implement Traffic Control Plans qualifications
- Competence in the operation of small plant and equipment (eg Chainsaw)
- Current First Aid Certificate

Desirable

- Class MR (or higher) Driving Licence
- Front End Loader Qualification
- Forklift Qualification
- Prepare Workzone Traffic Management Plan qualifications
- Current Chemcert Certificate or equivalent
- Experience in traffic counter systems
- Experience in the duties of a Storeman or equivalent.

APPLICATIONS

Applications should be addressed to the undersigned and include the following information.

- Covering letter.
- Application addressing the Selection Criteria - this involves providing details of how your skills, abilities, knowledge, experience and qualifications meet the requirements of the selection criteria as outlined in the position description.
- Curriculum Vitae - including phone referees.

Further Enquiries: For further enquiries regarding this position please contact Council on 4995 7777.

AUTHORISATION

General Manager: Gareth Curtis **Date:** 10 August 2020

Date originated: 12 April 2011 **Date last reviewed:** 10 August 2022

JOB DEMANDS CHECKLIST

The purpose of this form is to describe the physical and psychological demands associated with the job. All tasks outlined will be undertaken in accordance with Council's OH&S policies and procedures including safe work method statements and risk assessments.

POSITION:	Traffic Facilities Officer
EMPLOYMENT TYPE:	Permanent - Full Time
HRS P/W:	38 hour - 4 Day week
REVIEW DATE:	4 March 2020
REVIEWED BY:	Nigel Atkins

O	Occasional	Activity exists up to 1/3 of the time when performing the task
F	Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
C	Constant	Activity exists more than 2/3 of the time when performing the task
R	Repetitive	Activity involves repetitive movements
NA	Not Applicable	

PHYSICAL DEMANDS OF JOB TASKS (MANUAL HANDLING)		IF SPECIFIC DETAILS AVAILABLE, PROVIDE MORE INFORMATION	O	F	C	R	NA
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	Manual tasks, concrete pours, etc			✓		
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	Operation of vehicle.		✓			
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.	Manual tasks, tool operation, etc			✓		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	Manual tasks, concrete pours, etc		✓			
Standing	Tasks involve standing in an upright position without moving about		✓				
Driving	Tasks involve operating any motor powered vehicle and/or plant item	Truck and small plant operation		✓			
Sitting	Tasks involve remaining in a seated position during task performance	Truck and small plant operation		✓			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	Manual tasks, concrete pours, etc	✓				
Walking/Running	Tasks involve walking or running on even surfaces	Uneven ground on worksites, etc		✓			
	Tasks involve walking on uneven surfaces, steep slopes and whilst pushing/pulling objects	Survey and job set out		✓			
Climbing	Tasks involve climbing up or down stairs	Stairs, Ladder usage, etc	✓				
Working at heights	Tasks involve making use of ladders, foot stools etc. anything where the person stands on an object other than the ground.			✓			
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms			✓			
	1. Light lifting/carrying (0-9 Kg)			✓			
	2. Moderate lifting/carrying (10-15 Kg)	Equipment, etc		✓			
Restraining	Tasks involve restraining animals/objects/other						✓
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.	Placement of survey pegs		✓			
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	Tool usage, etc			✓		
Manual Dexterity	Tasks involve fine finger movements, hand/eye coordination.	Tool usage, etc			✓		

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Traffic Facilities Officer

SENSORY DEMANDS OF JOB TASKS		IF SPECIFIC DETAILS AVAILABLE, PROVIDE MORE INFORMATION	O	F	C	R	NA
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operation, etc.					✓	
Hearing	Tasks involve working in a noisy area – e.g. pump rooms, workshop and/or operation of noisy machinery/equipment	Worksites, workshop, etc		✓			
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals, dusty environments.		✓				
PSYCHOLOGICAL DEMANDS							
Managing high turnover of work.				✓			
Supervising multiple staff.		Generally in relieving roles only	✓				
Tasks involving the management of Council's cemetery facilities, grave digging, placement of headstones.			✓				
Tasks involving disposing/handling of deceased animals.			✓				
PSYCHOSOCIAL DEMANDS							
Tasks involve interacting with distressed people			✓				
Tasks involve interacting with people with mental illness/disability			✓				
EXPOSURE TO CHEMICAL HAZARDS							
Gases	Tasks involve working with gases		✓				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis		✓				
Hazardous Substances	Tasks involve handling hazardous substances including storage and or transporting.		✓				
WORKING ENVIRONMENT							
Working outdoors	Exposure to all weather conditions, sunlight, wind, rain, varying temperatures.					✓	
Working indoors	Working in indoor environments, exposure to air conditioning.	When relieving as Store Person	✓				
Working with public	Customer service, complaint handling, dealing with telephone, and or face to face enquiries.		✓				
Working with Children	Working at a Council operated facility where children use that facility.	Park maintenance as required	✓				
Working with animals	Tasks involving Council's saleyard operations, pound keeping operations, animal control.						✓
Working in confined spaces	Tasks involving entering confined spaces.		✓				
Working in remote locations	Tasks involving working in remote locations with limited communications available.		✓				
Biological Products	Tasks involving working with waste, refuse.		✓				