



POSITION DESCRIPTION

Position Title	Engineer - Traffic & Parking Services	
Directorate	Infrastructure	
Service	Traffic and Transport Planning	
Responsible to	Coordinator Traffic & Parking Services	
Position Supervises	Direct: Contractors and/or consultants Indirect: 0	
Position No.	IW0313 – IW0315, IW318 – IW0320	
Status	Permanent full-time	
Hours	35 hours per week Attendance at Council, committee and/or public meetings as required, sometimes outside normal work hours.	
Salary Point	36 to 65	Band & Level: 3/1 to 3/2
Allowances	Civil liability allowance (subject to eligibility)	
Motor vehicle	N/A	
Pre-employment checks Legislative requirements	N/A	
Date reviewed: November 2021		Reviewed by: Traffic and Transport Planning Manager

POSITION PURPOSE

With an emphasis on excelling in customer service you will be accountable for investigations, planning, concept development, stakeholder engagement, implementation and administration of traffic and parking solutions to deliver sustainable traffic & transport outcomes for the Inner West. Your outcomes will address the social, environmental, economic and governance objectives of Council's Community Strategic Plan. You will manage your program of work to ensure project approvals are available to progress project delivery within planned timelines.

You will ensure your work and activities consistently meet the targets and commitments of your individual or team performance plans, the needs of the Service Unit and Council's Operational and Strategic Plans. You will facilitate and participate in collaboration across the Service Unit and Council in solving problems and developing solutions.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualifications in civil engineering, traffic engineering, or appropriate equivalent, recognised by relevant Australian professional institute.
2. Capable of developing 'best practice' traffic engineering and parking solutions to contemporary industry standards, codes, technical directions and legislation, in complex urban environments, with the capacity for innovative thinking.
3. Project management and consultant management skills.
4. Strong interpersonal & communication skills (written & oral) together with proven ability for negotiation and conflict resolution. Ability to engage staff and stakeholders and work collaboratively. Ability to represent Council to external organisations, customers and members of the public.
5. Strong customer service ethic.
6. Demonstrated ability to successfully self-manage work to achieve goals and objectives.
7. Current NSW Class C Driver's License.

Desirable Criteria:

1. Demonstrated appreciation of the complexity of Local Government, in particular the social, political and legal frameworks within which it operates.
2. Understanding of or experience with the Australian Business Excellence framework or experience in development and execution of improvement initiatives or continuous improvement.
3. Considerable experience in an urban, traffic engineering environment.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Program Management

1. For assigned traffic, parking, road safety, cycle way and other traffic related matters:
 - a. Competently plan, undertake and /or commission;
 - i. Investigations, data collection, modelling, analysis & evaluation of options,
 - ii. project scoping and stakeholder engagement,
 - iii. project planning, concept development and project approvals,
 - iv. review of design and specifications
 - b. Provide timely advice and guidance to the Town Planning and Development Assessment Section on traffic & parking impacts and appropriate consent conditions for developments.
 - c. Assist with research and implementation of new technologies, innovations and techniques to improve customer and sustainability outcomes for traffic & parking related works and services.
2. Achieve project & program delivery goals (encompassing quality, time, cost, creativity, governance, environmental, safety, community & stakeholder expectations) through:
 - a. Reliable and effective management of assigned projects and investigations,
 - b. Effective development and delivery of projects within a timeline consistent with Council's works delivery programs and preparation of annual capital works budgets.
 - c. Preparation of comprehensive project briefs and reliable estimates of cost.
 - d. Assisting with the engagement & effective management of consultants.
 - e. Preparation of "value for money" traffic engineering concepts and solutions, and
 - f. Effective implementation of stakeholder engagement, planning and approval processes for traffic facilities and services.
3. Contribute to the successful development, acceptance and implementation of projects and programs through effective liaison, consultation, communication and community engagement and developing and maintaining effective working relationships with all stakeholders both internal and external to the organisation.
4. Contribute to the provision of well managed public assets and traffic engineering services through:
 - a. Provision of well researched reports and recommendations to the Local Traffic Committee.
 - b. The timely commissioning and monitoring of traffic & parking signage and pavement markings projects authorized through the Traffic Committee process.
 - c. Assisting with the competent management of parking meter contracts.
 - d. The timely commissioning of survey data collection for traffic & parking analysis and related asset inventories.
 - e. Responsive actioning of customer requests and/or applications for traffic, parking & road safety services.
 - f. Timely provision of professional / technical advice and recommendations to both internal & external customers.
5. Assist in Council's risk minimization by:
 - a. The competent review of traffic facility designs and specifications.
 - b. Assisting with the investigation, preparation of engineering reports concerning public liability claims.

- c. Committing to and implementing Council's Safety and Environmental principles and practices.
 - d. Contributing to the timely review and comprehensive conditioning of major utility projects impacting traffic & parking.
 - e. Programming, prioritizing and executing services fully aware of, and sensitive to, the various social, environmental, political and public perception factors inherent in the local government system.
 - f. Participating in continuing professional development opportunities and ensuring strong technical skills are adopted and practiced.
 - g. Ensure that the Coordinator or Manager is informed of any issue which may affect staff, the community and/or service delivery.
6. Contribute to the development of "best practice" traffic engineering policies and solutions through:
- a. Research and analysis to identify areas of deficiency, industry best practice and cost effective solutions.
 - b. Consideration of technical guidelines, political sensitivities, lifecycle costs, safety, amenity, environment, accessibility, community expectations and other risk management issues.
 - c. Contributing to the timely preparation and review of Council traffic and transport related policies and strategies to maintain currency and relevance to Council objectives and community expectations.
 - d. Effective representation on relevant council & external committees and working groups including the Traffic Committee.
7. Contribute to the planning, policy development and effective operation of the Section by:
- a. Providing timely and accurate management reports, presentations and information.
 - b. Relieving in the position of Coordinator as required.
 - c. Undertaking other tasks and duties as required consistent with the principal objectives and responsibilities of the position.
8. Promote the image of Council and the Service Unit as being a professional, committed, customer focused organisation by providing a high level of communication, consultation and quality service delivery to the Unit's clients.

KEY RELATIONSHIPS:

Internal:

Manager / Coordinator Traffic & Parking Services
 Roads & Stormwater Group
 Transport Planners; Development assessment
 Team Operational & professional staff

External: State Government Departments & Agencies

Contractors & external service providers
 Local Traffic Committee members
 Local community groups
 Residents, businesses & ratepayers
 Members of the public

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
SUPERVISORS / TEAM LEADERS / GANGERS
LEVEL 5**

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the
Engineer - Traffic & Parking Services as detailed in this document.

Signature:

Date: / /