

Transport Engineer

Position Description



Position number: 413

Classification: Band 5

EA: Moreland City Council Enterprise Agreement

Department: City Futures

Branch: City Change

Unit: Transport

Reports to: Team Leader Transport Engineering

Supervises: N/A

Approved by: Director City Futures

Organisational values:



Position objectives

- The position is responsible for delivery of quality services to the community to enhance transport infrastructure.
- To ensure that the City Change branch meets the transport policies and practices established by Council.
- To provide support to the Unit Manager Transport and assist in achieving the corporate goals of the Council, including the preparation of information, advice and recommendations

Date Created: **July 2021**

Date Modified:

Date Approved:

Date Printed:

Key responsibility areas

Traffic / Parking / Street Lighting Issues

- Investigate and provide solutions to matters relating to traffic management ensuring that applications and requests are dealt with, within the shortest possible time.
- Investigate and provide solutions to matters relating to transportation in the municipal district and adjacent areas.
- Provide customer service assistance to the public with respect to traffic and general enquiries/complaints.
- Assist with the review of existing traffic management practices and develop initiatives to improve traffic flows and safety.
- Complete the relevant investigation of traffic/parking/street lighting issues including appropriate manual and/or electronic surveys, street lighting levels etc
- Liaise with the community, Compliance branch, and/or interested parties as appropriate. This may involve attendance at community meetings.
- Develop appropriate, technically applicable solutions to particular issues
- Prepare reports with recommendations to the Unit Manager Transport
- Arrange and analyse traffic monitoring programs as and when required
- Prepare work orders for street light alterations, purchase and erection of signs

Design and Supervision

- Design appropriate concept traffic management solutions
- Supervise/project manage the construction of works when required

Advice and Information

- Provide development advice regarding engineering issues to the Development Advisor/planning department
- Provide technical support and advice to the Unit Manager Transport, Manager City Change and others as required

Reporting

- Report regularly to the Unit Manager Transport on traffic, parking, planning advice, projects and street lighting matters

Citizen/Customer Service

- Provide the highest quality service to citizens and customers ensuring all information is delivered on time and accurate

Continuous Improvement

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

Occupational Health & Safety

- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.

Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	Directors Managers / Unit Managers Other Staff
External Relationships	Contractors & consultants State & Federal Government Departments Service Utilities (as required) Moreland Community (including traders) Other Local Government Officers

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 5 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 5, Clause 5)

1. Accountability and Extent of Authority:

- Ensuring traffic investigations are carried out and reported to the customer within time limits specified.
- Production of satisfactory reports, plans, specifications and estimates within a specified time period and in accordance with project guidelines.
- Keeping up to date with developments in Traffic Engineering Legislation, Acts, Regulations, Australian Standards and Guidelines

2. Judgement and Decision Making:

- Judgement and decision making is limited to making sound engineering decisions and evaluating proposals having regard to the objectives, duties and responsibilities of the position and within the relevant legislation, regulations, standards, local laws and guidelines.
- Extent of judgement and decision making is subject to the guidance and the level of delegation authorised by the Unit Manager Transport

3. Specialist Knowledge and Skills:

- Demonstrated knowledge of Traffic and Civil Engineering principles.
- Awareness of Traffic Engineering Legislation, Acts, Regulations, Australian Standards and Guidelines.
- Demonstrated knowledge and ability to use Microsoft Office software.

4. Management skills:

- Demonstrated ability to manage time, including setting priorities, planning and organising one's own work to complete assigned tasks, in accordance with specified guidelines and under supervision of the Unit Manager Transport.
- Demonstrated ability to achieve objectives within a given time frame and specified guidelines and supervision, using the resources available.

5. Interpersonal Skills:

- Demonstrated ability to communicate clearly and concisely, in writing and orally, with a diverse range of people.
- Demonstrated ability to gain co-operation, trust and confidence of staff, consultants, contractors and members of the community from diverse backgrounds and cultures. Demonstrated ability to identify customer/stakeholders needs and expectation, decide appropriate action and respond accordingly.
- Demonstrated ability to deal with difficult customer situations and present a positive image of Council.
- Demonstrated ability to analyse information and alternatives in order to formalise solutions to problems.

6. Qualifications and Experience:

- Tertiary qualification in Civil Engineering, which would qualify the applicant for Membership of the Institution of Engineers, Australia or relevant experience.
- Current Driver's Licence.
- Experience in the operation of Traffic and Civil Design computer software (SIDRA, AutoCAD and Civilcad) is desirable.

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(X)	()
-below 10kgs	()	()	(X)	()
Manual handling frequency	()	()	(X)	()
Repetitive manual work	()	()	()	(X)
Repetitive bending/twisting	()	()	()	(X)
Working with arms above head	()	()	()	(X)
Lifting above shoulder height	()	()	()	(X)
Using hand tools – vibration/powerful	()	()	()	(X)
Operating precision machinery	()	()	()	(X)
Close inspection work	()	()	(X)	()
Wearing hearing protection	()	()	(X)	()

Wearing eye protection	()	()	(X)	()
Working in dusty conditions	()	()	(X)	()
Working in wet/slippery conditions	()	()	(X)	()
Wearing Gumboots	()	()	(X)	()
Wearing safety shoes/boots (steel cap)	()	()	(X)	()
Working with chemicals/solvents/detergents	()	()	()	(X)
Washing hands with soap (hygiene)	()	()	(X)	()
Working at heights	()	()	(X)	()
Working in confined spaces	()	()	(X)	()
Working in chillers (+4 degrees C)	()	()	()	(X)
Performing clerical duties	()	()	(X)	()
Working on a keyboard	(X)	()	()	()
Driving cars and/or trucks	()	(X)	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- Tertiary qualification in Civil Engineering, which would qualify the applicant for Membership of the Institution of Engineers, Australia or relevant experience.
- Demonstrated ability to communicate clearly and concisely, in writing and orally, with a diverse range of people.
- Awareness of Traffic and Civil Engineering principles.
- Demonstrated ability to manage time, including setting priorities, planning and organising one's own work to complete assigned tasks.
- Demonstrated computer skills in Microsoft Office software applications.
- A current Driver's Licence.