

# POSITION DESCRIPTION

<b>Position Title</b>	Manager, Traffic
<b>Department/Section</b>	Planning, Environment & Urban Services / Urban Services
<b>Reporting to</b>	Executive Manager, Urban Services
<b>Grade</b>	22
<b>Location</b>	65 Homebush Road, Strathfield

## Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

## Organisational Structure

### Department

The Planning, Environment and Urban Services Department is responsible for the provision of services relating to:

- Landuse Planning
- Urban Services
- Infrastructure Planning
- Environmental Services
- Compliance & Regulatory Services
- Waste & Cleansing services

### Section

Urban Services is responsible for:

- Engineering functions of Council including traffic, asset, stormwater drainage and development engineering.
- Urban design

### Note:

This Position Description and all associated information is not to be considered as a comprehensive, complete and / or exhaustive 'list' of responsibilities, duties, criteria or outcomes. It is indicative only.

The position is part of a team and as such the incumbent is required to know and learn the roles of others in the team, help other team members and assist in any role as and when required in accordance with the Local Government (State) Award.

The position incumbent should be aware that their role and position is dynamic. Continuing development, change and enhancement of processes, practices, knowledge, skills and behaviours is highlighted and expected by Strathfield Council. People and jobs change and develop over time and this position description is intended to facilitate this (as a living document), where the incumbents active involvement in this endeavour is required.

All duties, tasks and responsibilities etc. must be done to the best of the incumbents' abilities in a timely, effective and efficient manner and to the satisfaction of the Chief Executive Officer.

### **Position**

- To provide a high standard of professional and technical advice in respect of traffic engineering and transportation planning;
- To provide a high standard of professional and technical advice in respect of management of traffic facilities.
- Provide effective and efficient customer service to internal and external customers;
- To help promote the image of Council as effective, caring, courteous and professional.

### **Major role and challenges of the position**

The major challenges for the position of **Manager, Traffic** are to:

- Provide Council with expert advice in respect of traffic, transport, management/engineering, and transport planning that is not in conflict with current legislation, regulations and codes.
- Ensure community awareness regarding traffic and transport legislation.
- Develop conceptual designs for traffic facilities.
- Report on traffic and transport proposals for both internal committees and external agencies.
- Play a leadership role within the unit, promoting and developing assigned engineers within the team.
- Traffic Committee.

### **Work Health and Safety (WHS) responsibilities**

The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

- Carry out duties in a manner which does not adversely affect their own health, safety and welfare or that of fellow workers or members of the public.
- Cooperate with measures introduced by Council in the interests of workplace health, safety and welfare.

- Undertake any training provided in relation to occupational health and safety and correctly use any information, training and personal protective equipment and safety devices provided.
- Immediately report any matters or any condition which threatens their safety, the safety of fellow workers or members of the public to their relevant supervisor.
- Take, where necessary, immediate corrective action where there is a threat to health and safety. Further, report and document any corrective action that may be necessary to supervisory staff.
- Comply with the requirements of the Council's Return to Work program.
- Participate in accident investigations.
- Take all reasonable measures at all times to ensure safe working procedures and correctly use any personal protective equipment applicable to the task to be carried out.

### **Key Accountabilities**

- Ensure Council's Traffic, Transportation and Parking Policies and Codes are compliant with current legislation, codes and professional practices;
- Investigation of traffic related issues as raised by Council, the community and other Council programs;
- Review available crash data and identify collision 'Blackspots' in conjunction with RMS.
- Preparation of strategic plans for Local Area Traffic Management in Council's precincts;
- Preparation of works programs for traffic and transport related projects for Council's 1, 5 & 10 year operational and strategic plans;
- Preparation of reports, the agenda and minutes of Council's Local Traffic Committee;
- Preparation of Works Instructions for signposting and line marking works, in accordance with RMS requirements for all road and traffic related line and signage work;
- Prepare concept and detail designs for traffic and transport facilities.
- Prepare funding submissions for external funding of traffic and transport projects;
- Examine Development Applications in relation to Traffic, Transport, and Road Safety Issues and ensure that such applications comply with Council's policies, codes and standards;
- Carry out any other work related duties as required by the Manager Infrastructure Planning.
- Oversee and provide guidance to assigned Engineers in order to contribute to their development and overall succession planning for the team.

### **Selection Criteria**

#### **Essential**

- Degree qualifications in Civil Engineering.
- Demonstrated experience in applying Road and Traffic Legislation in Local Government context;
- Demonstrated experience in preparing design plans for traffic and transport facilities
- Demonstrated experience in preparing reports for Traffic Committee and Council.

- Demonstrated experience in applying Australian Standards, RMS technical Directions and Austroads Guidelines in the local government context.
- Previous experience in undertaking collision analysis and the preparation of funding submissions.
- Experience in dealing with traffic engineering and management, transport planning and road safety issues as related to a densely populated urban area;
- Excellent oral and written communication combined with proven ability to negotiate and interact on technical and sometimes sensitive issues.
- Developed ability to reason, negotiate effectively and to resolve technical problems.
- Demonstrated experience in preparing design briefs to engage external consulting services.
- Competent level of computer literacy combined with a developed understanding of word processing, databases, mapping applications and CAD,
- Ability to meet deadlines and to balance competing priorities.
- Current Class C NSW Drivers Licence;
- Proven experience in leading and mentoring of other team members and or teams. Providing recognition and feedback that contributes to the development of individuals.

### Desirable

- Familiarity with the Local Government Act
- Chartered Engineer status with the Institute of Engineers Australia
- Previous experience in managing resident parking schemes.

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### Approval of Position Description

This position description has been reviewed and accurately describes the job.

Job qualifications and accountabilities are relevant to the position.

Employee: _____	
Signature: _____	Date: _____
Manager: _____	
Signature: _____	Date: _____

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**Position Description reviewed:** September 2021