

# Position Description



POSITION DETAILS	
Date of PD	2012
Position Title	Traffic and Transport Investigations Engineer
Position Grade	12
Directorate   Business Unit	City Strategy & Development   Development & Traffic Services
Reports to	Service Manager Traffic and Transport
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

## POSITION OVERVIEW

### KEY RESPONSIBILITIES

- Provide professional and specialist technical advice and guidance on engineering and road safety matters to the organisation and external customers (public, developers, consultants etc.) to achieve positive outcomes.
- Provide professional and specialist technical advice and guidance on various planning, development, operation and facilitation of traffic and transportation activities.
- Administer current and historical information to ensure that consistent and prompt advice is provided in order to protect Council's interest.
- High level customer service skills and ability to represent the unit at meetings.
- Advanced verbal and written communication skills.
- Manage investigation and design for a diverse range of projects and multi-disciplinary project teams.
- Ensure that quality, safety, environment and risk issues are appropriately addressed in the design process.
- Ensure design output complies with legal statutes and relevant standards.
- Negotiate, mediate and resolve complex engineering issues to achieve positive outcomes.
- Prepare, present and monitor budget, programs and other management information.
- Undertake the development, review and maintenance of operational strategic documents such as the Civil Design Guidelines, Design Standards & Procedures.
- Manage the use and effectiveness of civil and traffic software applications (eg. CAD, SIDRA etc).
- Manage the planning and design processes for civil/traffic projects.
- Ability to act as the Service Manager Traffic and Transport as required.
- Investigate and prepare civil/traffic design for Council's infrastructure assets.
- Manage and undertake the preparation of:-
  - Traffic Committee items
  - Items under Delegated Authority
  - Conceptual civil design

- Cost estimate
  - Full detail design
  - Civil design briefs
  - Contract documentation
  - Specifications for construction
  - Review of Environmental Factors (REFs)
  - Traffic Management Plans (TMP)
  - Traffic Control Plans (TCP)
  - Street lighting proposals
- Manage the approval process and provide approvals for specific applications in accordance with relevant Acts (eg. Roads Act, Section 138 – Works on Roads).
  - Manage the completion and handover of the design project.
  - Manage consultant services to undertake civil designs, traffic studies and investigations.
  - Consult and liaise with Councillors, Council officers, the community, public utilities and government authorities in relation to civil design matters.
  - Ability to use traffic management software applications (eg. INTANAL, SIDRA, etc)
  - Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
  - Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
  - Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

## Knowledge

### ESSENTIAL QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

#### QUALIFICATIONS

- Recognised Degree in Civil Engineering and eligible to be a member of The Institution of Engineers Australia.
- Class 'C' Driver's Licence.

#### EXPERIENCE

- Approximately 10 – 15 years civil engineering experience.

#### COMPETENCIES

- Ability and knowledge in the use of a Total Corporate Management (TCM) System at a basic level.
- Operate INTANAL – Intersection Modeling software at a basic level.
- Operate SIDRA – Intersection Analysis software at a basic level.
- Operate Infomaster GIS software at a basic level.
- Operate ParraMappa GIS Web at a basic level.

**Acknowledgement:**

I, ..... acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature ..... Date: .....

Manager's Signature ..... Date: .....