

## CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

<b>POSITION TITLE:</b> Traffic Engineer	<b>DIRECTORATE:</b> Assets	<b>DATE:</b> May 2020
<b>REPORTS TO:</b> Principal Specialist Traffic Services	<b>SERVICE UNIT:</b> Traffic Services	<b>LEVEL:</b> 7
<b>POSITION NUMBER:</b> IN11003 + /3373	<b>SUB UNIT:</b>	<b>ROLE FOCUS:</b> Service
<b>ROLE BALANCE:</b> (People/Scheduling/Technical) 10/10/80	<b>JOB FAMILY:</b>	<b>ANZSCO CODE:</b>

### ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

### DIRECTORATE CONTEXT

The **Assets Directorate** is responsible for ensuring the City's assets are strategically planned, built and managed to a high standard. This includes ensuring the effective and efficient deployment of resources to maximise the benefits to the community. These benefits may be gained from major infrastructure projects like roads and buildings, and also community enhancing infrastructure like parks and coastal environments.

### POSITION CONTEXT

Under broad supervision of the Principal Specialist Traffic Services, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, guided by established policies, procedures and methods as well as the application of professional standards, education and training to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including consultants and contractors; government departments and agencies; other local governments; members of the public; and City Leaders and employee.

This role may work outside of normal business hours to support the delivery of transport and traffic activities.

A challenging aspect of the role is managing changing priorities and competing deadlines effectively and completing multiple projects within required timeframes and to agreed standards. Additionally the role is required to develop collaborative working relationships and an effective network of both internal and external stakeholders to support and facilitate the delivery of transport and traffic activities.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive

approach to change is required.

## **FUNCTIONAL ACCOUNTABILITY**

Provides transport and traffic services, including investigations, design and planning, ensuring that service delivery is timely, effective and efficient and meets both customer needs and corporate standards.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

## **KEY ACCOUNTABILITIES**

### **KEY RESULTS AREAS    OUTCOMES**

Collaboration &  
Teamwork

- Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.
- Thinks critically and actively collaborates with colleagues and Leaders.
- Contributes to the development of business improvement initiatives.

Customers &  
Stakeholders

- Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.
- Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner.

Efficient & Effective  
Delivery

- Conducts transport and traffic investigations and analysis to identify and resolve hazardous locations, ensuring that the community is well connected and safe.
- Develops transport and traffic projects in accordance with the City's project management framework, including concept design, community consultation, project planning and alternative funding sources, to improve the safety and efficiency of the transport network.
- Provides advice and guidance to customers and stakeholders on transport and traffic services, in accordance with relevant policies, procedures, legislation and standards.
- Applies Traffic Engineering and Road Safety standards and guidelines.
- Prepares reports in functional area or activity tailored to the needs of the audience. Interpret traffic modelling outputs and carry out intersection analysis.
- Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.
- Proposes innovation and business improvement initiatives within area of accountability activity.

Systems & Processes

- Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.
- Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.
- Contributes to the development of processes and procedures that support the work of the Service Unit.

Resources,  
Governance,  
Compliance & Risk

- Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.
- Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct.
- Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation.

**CAPABILITIES REQUIRED**

**Qualifications, Requirements and Experience:**

- Tertiary qualification in relevant discipline such as Civil or Transport Engineering is required.
- Relevant experience in a similar role is required.
- Intermediate experience in the efficient utilisation of information systems and technology.
- C class Drivers Licence.

**Skills and Knowledge:**

- Advanced computing, numeracy and literacy skills.
- Intermediate organisational skills with the ability to prioritise competing tasks.
- Intermediate customer service skills.
- Intermediate communication and problem-solving skills.
- Intermediate research and analysis skills.
- Intermediate negotiation and influencing skills.
- Knowledge of relevant legislation, policies, standards and best practice guidelines relating to transport planning and road design.
- Knowledge of the practical application of occupational health and safety measures in the workplace including hazard identification in an office environment.

**Key Stakeholder Relationships:**

- Support the Director Assets and Principal Specialist Traffic Services to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

**Role Authorities:**

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

**VERIFICATION**

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

**Leader Name**

Ian Barker, Principal Specialist Traffic Services

Signature



Date

30 September 2020

**Next Up Leader Name**

Harminder Singh, Director Assets

Signature



Date 01/05/2020

