



Living our corporate values ...

Community
Focused

Show
Integrity

Encourage
Innovation

Be Caring &
Respectful

Commitment
to Safety

Value
Teamwork

... to deliver progress and value to our community

Design and Traffic Engineer

PD Version – May 2018

Next Review – May 2021

Position Details

POSITION NO:	500 171
DEPARTMENT:	Works and Services
POSITION LOCATION:	Parkes
EMPLOYMENT STATUS:	Full Time
REPORTING TO:	Program Engineer
NO. OF DIRECT REPORTS:	Nil
BAND/LEVEL:	Professional/Specialist Band Level 3
SALARY SYSTEM GRADING:	Grade 13-15
ALLOWANCES	Civil Liability

Purpose of the Position

To provide engineering design, estimating and contract administration for project delivery in accordance with Council's works program. The role is also required to undertake a strategic approach to assessing and addressing traffic impacts on local and regional road networks.

Position Responsibilities

- To provide expert engineering design and advice to enable and enhance infrastructure delivery.
- Ensure that engineering designs meet industry standards and design work is prioritised so construction works planning is not delayed.
- Provide input to project planning to ensure assets are managed in accordance with best practice.
- Undertake proactive assessment of traffic impacts and develop strategies to address issues; including parking plans, traffic facilities and identifying key transport routes.
- Provide reports for traffic committee review and contribute to strategic planning for traffic route development.
- Maintain RSA certification and undertake audits on major projects and road safety audits.
- Provide quality and timely customer response to applications under the Roads Act and heavy Vehicle National Law.
- Provide written report of route deficiencies where requests are denied.
- Review and approve NHVR permit and gazettal requests.



- Apply sound project management principles to improve project deliverables and improve efficiency.
- Manage minor contract work in accordance with Council's policies and procedures.
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience.

Position Skill Descriptors – Grade 13-15

- Planning is necessary to coordinate activities and resources affecting the work area or other positions over the next month.
- Decisions are made by choosing the appropriate process or direction and unusual or complex problems are mostly referred to the next level of management.
- Problems are solved by examination and analysis of a range of options derived from readily obtained sources and the selection of the best alternative.
- Lead discussions with small groups or address contentious matters through discussion and response to achieve settlement.
- Write standard correspondence, reports and submissions following prescribed formats.
- Leadership and organisational skills are required to develop and control a work area or project involving frequent contact with other staff to resolve minor problems.
- Accountable for the budget of a small project with some complexity or standard accountability

Position Qualifications and Experience Requirements

Qualifications:

- Degree of Engineering (Civil Major)
- Standard Driver's Licence

Experience:

- Minimum of 4 years relevant work experience

This training and other training required for this position is specified with the Learning Plan for the position.

Position Delegations

This position has the following **internal** delegations:

- WHS

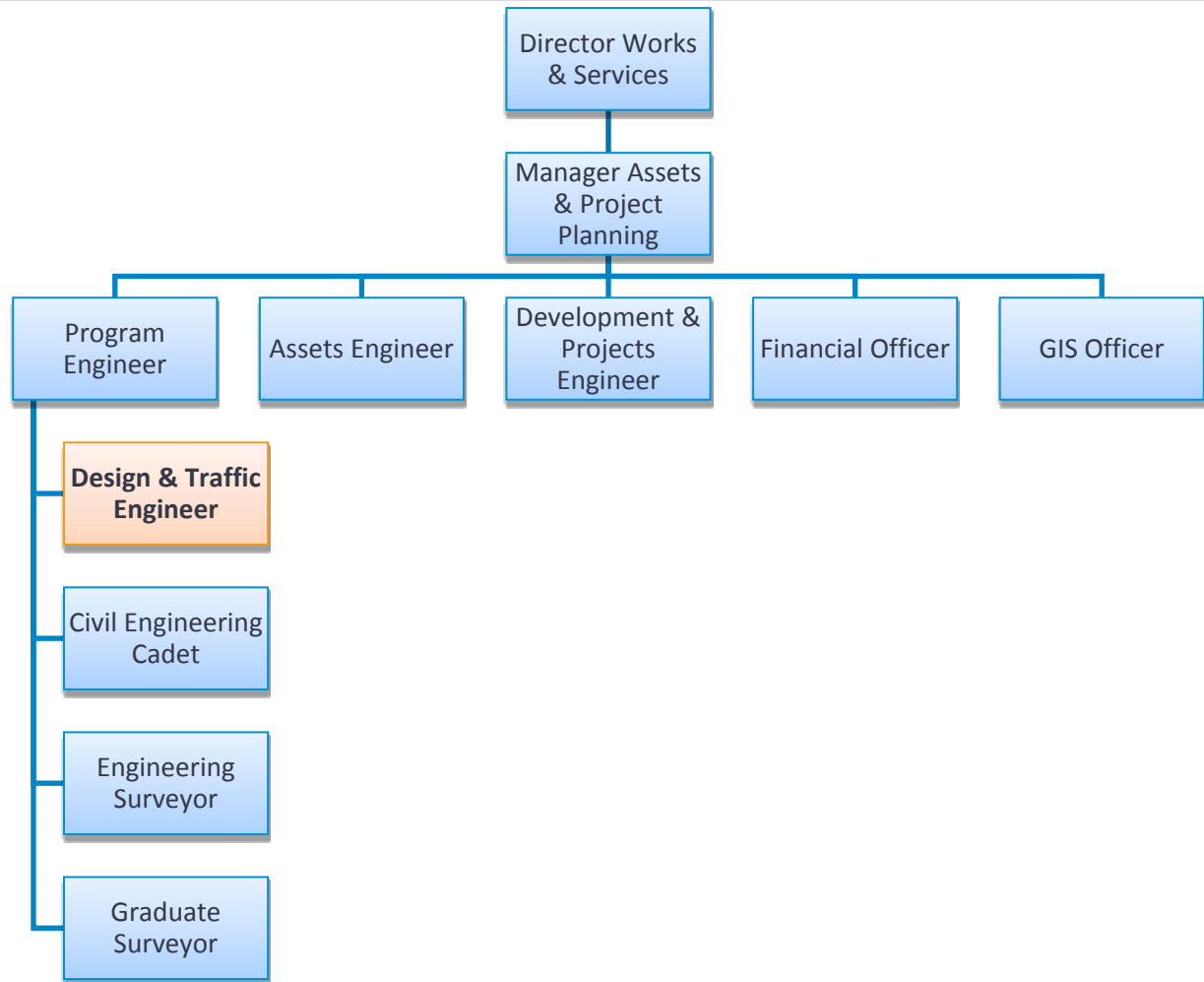


WHS Responsibilities

Key Responsibility	Performance Requirements
To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans	<ul style="list-style-type: none">+ Work in a safe manner without risk to themselves, others or the environment.+ Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work).+ Report all incidents, hazards, injuries, illness or property damage, theft or loss.+ Participate in agreed WHS consultation arrangements+ Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested.+ Seek assistance/clarification if unsure of WHS rules or procedures.+ Report any faulty tools or plant.+ Correctly use and maintain all personal protective equipment provided as required.+ Complying with emergency and evacuation procedures.+ Participate in any required WHS training or induction.+ Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS.+ Participate in WHSMS review activities as required/requested.



Organisational Relationships





Physical Requirements

Neck Movement (looking up, down, sideways)	3	Dust (expose airborne material ie. Dust)	2
Reaching (above shoulder height, forward/side extended)	1	Gas / Fumes (Working with gases or fumes)	1
Hand/Arm Movements (stacking, reaching, mopping, tool use)	3	Liquids (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	1
Bending/Twisting (forward/ backward bending or twisting at waist)	2	Noise (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	2
Kneeling/Squatting	2	Lighting (Tasks involve working in dark or visually-poor environments)	1
Leg Movements (operate machinery)	3	Temperature (Task involve working in extremes of temperature - hot or cold)	2
Standing (upright without moving)	2	Confined Space (confined spaces work)	1
Driving (operate any mobile plant)	3	Radiation (Tasks involve magnetic or radiation sources)	1
Walking (even surfaces)	3	Hazardous Substances (Tasks involve working with hazardous substances)	1
Walking (uneven surfaces)	3	Meeting Deadlines	4
Walking (walking while manual handling object)	3	Conflict Resolution	3
Walking (up or down steep slopes)	2	Sitting for extended periods	4
Climbing (in and out of plant/car)	1	Dealing with people	4
Climbing (stairs, ladders, scaffolding)	1	Underground Work	1
Manual Handling (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	2	Personal Protective Equipment	2
Sight (Use of sight as an integral part of task performance eg. Dark, fine detail)	4	Manual Dexterity (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	5
Sight (Ability to discriminate between colours)	5	Manual Dexterity (Gross motor hand use; Gripping, holding, clasping)	3
Hearing (Effective hearing ability as an integral part of task performance)	4	Task involves working in an awkward positions Eg:	
Smell (use of smell senses as an integral part of task performance)	2	Cardiovascular Fitness level required for position	3
Balance	2		

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Other Demands
	Manual Handling
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	<i>Not Relevant to this position</i>		
2	Occasional	<i>Task is performed for 0-33% of the day</i>	Light	Low (sedentary)
3	Frequent	<i>Task is performed for 34-66% of the day</i>	Moderate	Medium
4	Constant	<i>Task is performed for more than 66% of the shift</i>		
5	Repetitive	<i>Work cycle is repeated < 30 sec & performed for > 60min</i>	Heavy	High (constantly on feet, repetitive physical work)



Design and Traffic Engineer

The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.

Position Incumbent

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Director

Name: _____

Signature: _____

Date: _____

This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training