



## Position Specification

Position Title:	<b>TRAFFIC AND TRANSPORT ENGINEER (TTE)</b>
Unit:	Access
Reports To:	Senior Traffic and Development Construction Engineer
Accountable To:	Senior Traffic and Development Construction Engineer
Position Grade:	Grade 12

Prepared By:	Harry Muker - Senior Traffic and Development Construction Engineer
Approved By:	Andrew Cooper – Manager Access
Employees Signature:	

### BUDGET

<b>Direct</b>	
Operating Expenditure:	\$527,000
Capital Expenditure:	\$1,491,000
<b>Indirect</b>	
Operating Expenditure:	
Capital Expenditure:	
Delegated Purchasing and Payment Limit	\$10,000
<b>Staffing</b>	
No. of Staff (Direct Reports)	Nil
No. of Staff Monitoring (Indirect Reports)	Nil

### PRIMARY OBJECTIVES

The Traffic and Transport Engineer is responsible for:

- Preparing technical reports for consideration by the Traffic Committee
- Coordinating & updating key strategic documents (Traffic & transport studies; Ryde ITLUS – Integrated Transport and Land Use Strategy; Ryde Bicycle Strategy and

Master Plan 2007) to ensure that transport related initiatives are still current and provide recommendations to improve outcomes as required

- Ensure that Traffic Committee reports are compiled to meet review deadlines required by the Senior Traffic and Development Construction Engineer (STDCE) and Management
- Ensure that the Council resolutions from reports to the Traffic Committee or action requested from the Senior Traffic and Development Construction Engineer are completed in a timely manner
- Provide technical input into Cross Functional Teams (CFT's) to ensure that transport outcomes are practical and in line with Council's objectives, including Parking studies, Macquarie Park Forum, and the Macquarie Park Traffic and Transport Working Group
- Manage Council's Macquarie Park Paramics Growth Model to ensure that model development occurs as development occurs
- Assist Senior Traffic and Development Construction Engineer with the preparation of the Bicycle Advisory Committee Agenda and supporting technical documentation
- Manage the cycleway and traffic facilities capital works and prepare the necessary project briefs and design briefs
- Manage the traffic related operational works activities
- Able to undertake Special Projects
- Able to high quality technical traffic reports
- Review complex Development Applications and be able to provide a written Summary Transport Statement to allow Council to make an informed decision in respect of transport related matters, on a particular development application
- Manage and respond in a timely manner to requests for works received from the community via CRMS, face-to-face, TRIM, and phone
- Maintain Development Application Database relating to Traffic referrals and ensure response is provided within 14 days
- Manage and supervise onsite staff and contractors, as required
- Assist Senior Traffic Engineer, Manager Access and Group Manager, Public Works as required

## **KEY ACCOUNTABILITIES**

- Key indicators and measures of accountability will be negotiated at least annually with the Manager – Access
- To comply with the requirements of the OH&S Act
- Projects and services being provided as specified to time and budget
- Full compliance with the Law, professional codes, Council's Policies and Codes
- Provide a high level of Customer Service
- To assist Group Manager – Public Works and Manager – Access, as required
- Accountable to the Senior Traffic and Development Construction Engineer for all activities
- Key relationships will need to be formed with other Public Works staff, and staff in Regulatory Services, Environment & Planning, Parks, and Community Services

- Additional key relationships will be with Government Departments and the community.

## **OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES**

You are required to perform your duties in accordance with this Position Specification, City of Ryde policies procedures and instructions and work method statements where appropriate. You are also responsible for the following:

### **Occupational Health & Safety**

- reporting all injuries/illnesses, incidents, hazards, potential hazards, near misses and damage to City of Ryde property to your Team Leader;
- performing your duties in a safe manner so as not to put yourself or others at risk of harm;
- actively participating in OHS training when required;
- wearing Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- taking care of any plant or equipment that they use;

### **Injury Management**

- If injured at work, cooperating and participating with any injury management program and return-to-work plans (if applicable);
- If injured at work, complying with obligations imposed under the injury management and return-to-work plans (if applicable);

### **Risk Management**

- Maintaining all tickets, licences, operative training etc required for the job either by legislation or through City of Ryde policies and procedures and advise Team Leaders of any change to these;
- participating in workplace inspections if required;
- Participating in risk assessments with their Team Leader when required.

## **EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES**

### **As a staff member**

You have the **right** to:

- a workplace that is free from unlawful discrimination and harassment;
- fair practices and behaviour in your workplace;
- competitive merit-based selection processes for recruitment or promotion;
- training and development that enables you to be productive in your work and to pursue a career path;
- equal access to benefits and conditions; and
- Fair processes to deal with work related complaints and grievance.

You have the **responsibility** to:

- work to the best of your ability and provide quality service to customers;
- recognise the skills and talent of other staff members;
- act to prevent harassment and discrimination against others in your workplace;
- respect differences among your colleagues and customers such as cultural and social diversity;
- treat people fairly (don't discriminate against or harass them); and
- work in keeping with the City of Ryde's EEO Management Plan and other EEO Policies.

## **SELECTION CRITERIA**

### **Essential**

- Engineering Degree or equivalent and post graduate experience in design, estimating, transport planning, maintenance and construction of traffic engineering works
- Ability to lead technical investigations and formulate solutions
- Solid knowledge of traffic engineering and relevant specifications
- Relevant experience in the implementation of traffic management facilities
- Demonstrated solid research, analytical and report writing skills
- Demonstrated project management experience including the preparation of specifications and contract administration
- Excellent communication(both oral and written) skills with a strong client focus
- Ability to represent Council at high level meetings
- Solid computer skills (Excel, Word et al)
- Class C Drivers Licence
- Demonstrated commitment to OHS and EEO principles and practices

### **Desirable**

- Postgraduate qualifications in traffic engineering
- Knowledge of Paramics and commonly used traffic modelling software (aaSIDRA, Netanal, etc)
- Knowledge of relevant Local, State and Common Law