

## POSITION DESCRIPTION

<b>Position Title:</b>	Traffic Engineer		
<b>Classification:</b>	Band 5	<b>Status</b>	<b>Full Time Permanent</b>
<b>Group:</b>	Infrastructure and Environment	<b>Business Unit:</b>	Community Infrastructure Delivery
<b>Reports to:</b>	Team Leader Traffic and Transport Services		
<b>Direct Reports:</b>	Nil	<b>Date:</b>	February 2026

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

- Assisting in project co-ordination for the planning, design, and construction of civil works associated with Local (Area) Traffic Management improvements,
- To work with consultants, contractors, and other Council teams and external authorities to provide quality Local Traffic Improvements.
- Delivery of designated capital works program, including investigation, planning and project management.
- Assist in carrying out investigations and recommend/prepare design solutions for internal and external customer enquiries,
- Undertake consultation with Service Authorities and local community / residents regarding the design and location traffic treatments
- Adhere to and promote to HR, OH&S/Risk Management policies, procedures and practices

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Assisting with
  - Customer Service inquiries dealing with resident traffic, parking and road safety issues
  - Local Traffic Improvement designs,
  - Engagement of contractors
- Identification and Investigation into roads requiring minor improvement works
- Investigation into traffic calming treatments / Local Traffic Improvements
- Liaison with Residents, service authorities, consultants other road authorities
- Ensure the delivery of the approved capital works program for which the position is responsible.
- Assist in projects to meet project outcomes, time and budget.

- Ensure that consultation with public and key stakeholders regarding proposed works is undertaken, including the preparation of communication plan for each project, using Councils' communication plan template.
- Assist with the preparation / review of project briefs in consultation with the other units, residents and other stakeholders.
- Utilise and promote the use of the Project Management Framework in the delivery of projects
- Report on project progress including expenditure versus budgets
- Obtain necessary approvals and permits required for the undertaking of the project works.
- Assist in review of final designs and contract documentation for projects.
- Assist in project management for the timely completion of civil works, including supervision of consultants and contractors.
- Undertake technical investigations, and prepare technical, administrative reports
- Co-ordinate and administer all contracts relating to the delivery of projects and programs as required.
- Prepare timely responses to project related correspondence and customer inquiries.
- Assist with effective contract management for local traffic improvements, including the co-ordination of capital works to achieve Council's overall aims and objectives for these facilities.
- Prepare relevant Council reports together with appropriate recommendations for consideration by the Team Leader/Coordinator/Manager.
- Ensure designs and construction demonstrate compliance with any existing Australian safety standards or Government regulations/legislation pertinent to the specific design area.
- Undertake the necessary reporting on the progress of the Local Traffic Improvement program
- Any other duties within limits of the employee's skill, competence and training.

#### **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

#### **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Assist in managing business unit operational budget within set parameters and delegation of authority.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

## **JUDGMENT AND DECISION MAKING**

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review form more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is available, however, the incumbent must display independent ability and knowledge when making decisions.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Assist in planning and programming of works projects associated with Local (Area) Traffic Improvements
- Skill to interpret a wide range of concepts, practices, legislation, policies and precedents sufficient to provide appropriate technical advice.
- Analytical skills sufficient to identify, evaluate and recommend appropriate actions to resolve complex problems and issues.
- Negotiation and communication skills.
- Ability to prepare well-argued and accurate written and verbal reports.
- Where applicable, experience in managing and delivering employee lifecycle support and initiatives.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.

## **INTERPERSONAL SKILLS**

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

## **MANAGEMENT SKILLS**

- Ability to manage time, set priorities, and plan and organise own work and at times the organisation of the work consultants to achieve specific objectives in the most efficient way possible and within a set timetable
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

## QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in civil engineering, ideally with experience in project delivery, or equivalent experience in a comparable environment.
- Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

## KEY SELECTION CRITERIA

- Relevant tertiary qualification in Civil Engineering with the ability to clearly articulate and present information as required
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure recommendations made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Knowledge and experience of Council policies and procedures and relevant acts and regulations.
- Proven experience in a supervisory role (if applicable).
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

## CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

**Tenure** This is a full-time permanent position.

**Pre-employment checks** All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.