

# POSITION DESCRIPTION

<b>Position Title:</b>	Transport Technical Officer	<b>Directorate:</b>	Infrastructure & Development
<b>Position Number:</b>	100669	<b>Department:</b>	Assets, Engineering & Design
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Engineering
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Chambers
<b>Classification:</b>	Schedule A, Salary Point 10		
<b>Reports to:</b>	Transport Engineer and Planner		

## PRIMARY PURPOSE:

The Transport Technical Officer will be required to undertake various roles related to the management of Council infrastructure, with a primary focus on transport related projects and approvals.

The Transport Technical Officer will be contributing to the organisational objectives of Council's Infrastructure, Engineering and Design team, and assisting the Transport Engineer and other engineering staff within Council by providing the appropriate information, advice and support services on all infrastructure and engineering matters as required.

## ORGANISATIONAL REPORTING RELATIONSHIPS:

### 1. Internal:

- The Transport Technical Officer reports to the Transport Engineer for all operational and management matters.
- The role is a key contributor to the Infrastructure, Engineering & Design Team and will liaise with employees of Council.

### 2. External:

- The role will liaise with external stakeholders such as members of the general public, government agencies, ratepayers, residents, visitors and contractors to the City of Glenorchy.

## OUR VALUES:

### We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

### We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

### Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

### We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

## OUR CULTURE:



We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

## KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Manage and enhance Council's transport networks through stakeholder engagement, investigations, solution design, and strategic traffic management initiatives.	<ul style="list-style-type: none"> <li>• Offer comprehensive information, strategic advice, and engineering expertise to support the sustainable management of Council's transport networks.</li> <li>• Efficiently address and resolve transport-related issues raised by internal and external stakeholders through thorough investigation, consultation, and solution development and implementation.</li> <li>• Conduct in-depth traffic and parking investigations, surveys, safety audits, and studies, including the meticulous collection of traffic count data and parking analytics.</li> <li>• Lead public consultations on traffic and parking matters, ensuring community input is integrated into decision-making processes.</li> <li>• Develop conceptual designs for various facilities, encompassing roads, bicycle lanes, pedestrian paths, and vehicle parking infrastructure.</li> <li>• Contribute to the formulation and execution of road, cycleway, footway, and parking strategies and hierarchies.</li> <li>• Assess applications and compliance matters concerning Council's Road Reservation, including oversight of nature strip works, driveway crossovers, and retaining walls in alignment with relevant By-Laws.</li> <li>• Evaluate oversized and heavy vehicle applications to ensure compliance with regulations and safety standards.</li> <li>• Spearhead grant applications aimed at enhancing transport infrastructure and promoting road safety initiatives.</li> <li>• Collaborate on the assessment of development proposals impacting Council's transport and parking infrastructure to ensure alignment with strategic objectives and standards.</li> </ul>
Policies & Procedures	<ul style="list-style-type: none"> <li>• Provide support to communicate and implement Council policies and procedures.</li> </ul>
Financial Requirements	<ul style="list-style-type: none"> <li>• Responsible for coding transactions and provide appropriate documentation, within the timeframes advised by the Business &amp; Finance Department responsible for complying with the Code for Tenders and Contracts. In particular, obtaining quotes, preparing tender documents and raising purchase orders, where appropriate.</li> </ul>
Compliance & Privileged Information	<ul style="list-style-type: none"> <li>• Responsible and accountable for adhering to the requirements of all relevant employment and EEO, the principles of diversity and Council's policies and procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant Awards, Enterprise Agreements, Delegations and other employment legislation relevant to Council.</li> </ul>
<b>WH&amp;S</b>	<ul style="list-style-type: none"> <li>• Complying with WHS policies and procedures</li> <li>• Having responsibility for the identification assessment and management of WHS hazards.</li> <li>• Behaving in a manner which will minimise the risk of injury to yourself and others.</li> <li>• Identifying, removing where reasonably practical and reporting safety, health and environmental hazards in your work area.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Promote the positive image of Council as a whole</li> <li>• Ensure that a high standard of customer service is maintained to both internal and external customers</li> <li>• Engage, listen to and act where appropriate on feedback from our customers</li> <li>• Implement, evaluate and continuously improve quality systems and processes for the section</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Assist in the achievement of agreed outcomes consistent with department business plans and budgets</li> <li>• Perform any other duties as directed</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support and adhere to Council's policies and procedures, code of conduct and relevant acts</li> <li>• The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment</li> </ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

**SPECIALIST DELEGATIONS:**

- As per delegation schedule

**KEY SELECTION CRITERIA:**

1. Tertiary qualification in relevant engineering discipline, and/or 3+ years of relevant experience
2. Demonstrated knowledge of, and ability to, interpret and apply relevant legislation, standards and guidelines.
3. A proven ability to interpret technical data and create cost effective and efficient design solutions.
4. Demonstrated problem solving ability along with the ability to recommend workable and innovative solutions;
5. Demonstrated ability to work as part of a team and autonomously on specific projects;
6. Well-developed verbal and written communication skills, with the ability to relate to people at all levels and to influence where appropriate; and
7. Class C drivers' licence.

**DESIRABLE:**

1. Experience in parking and transport management;
2. Local Government experience will be well regarded;
3. Working within a multi-disciplinary work environment is preferred; and
4. Proficiency in engineering drafting software (e.g. AutoCAD).
5. Exposure to civil infrastructure (Roads, Stormwater, footpaths, etc) design or construction practices

**AUTHORISATION:**

I hereby agree that this position description accurately reflects the work requirements.

<b>Manager Name:</b>		
<b>Manager Signature:</b>		<b>Date:</b>
<b>Director Name:</b>		
<b>Director Signature:</b>		<b>Date:</b>

I have read and agree to abide by the requirements of this position description.

<b>Employee Name:</b>		
<b>Employee Signature:</b>		<b>Date:</b>