



POSITION NAME: ASSISTANT ENGINEER – TRAFFIC AND CIVIL

SECTION: SURVEY, DESIGN & DRAFTING SERVICES

DIRECTORATE: UTILITIES

1. REMUNERATION

Grade 13 of the Griffith City Council Salary System.

2. REPORTING STRUCTURE

a) Directly responsible to:

Traffic and Road Safety Officer

b) Positions directly reporting to this position:

Nil

3. PURPOSE

The purpose of the Trainee Engineer – Traffic and Civil is to assist with a range of traffic and civil management services to Council in an effective and efficient manner. This includes developing concept traffic management plans, undertaking traffic investigations, generating functional design construction plans for various Council assets such as roads, footpath, parking facilities, cycle ways, storm water drainage system, with due recognition of codes, standards and adopted guidelines.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Director Utilities
- Engineering Design & Approvals Manager
- Road Safety Officer
- Engineer Design Coordinator
- Design Engineer
- Draftsperson
- Civil Designer
- Development Engineer
- Other Council staff

External

- Local Traffic Committee
- Transport Management Committee
- National Heavy Vehicle Regulator
- Roads and Maritime Services (RMS)

- Transport for NSW
- Griffith Local Police
- Government Departments and Agencies
- Regional Authorities
- General Public
- School Communities
- Murrumbidgee Irrigation
- Professional / Industry Associations
- Consultants, solicitors and other professionals
- Building and Construction contractors
- Applicants / Developers

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Comply with Council's Code of Conduct, Policies and Procedures at all times
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position
- Ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility
- Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility
- Actively participate and contribute to the development of plans, policies and procedures

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times
- Promote a culture of understanding exceeding customer expectations
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities
- Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework
- Acquire and maintain knowledge of Work Health and Safety matters
- Ensure staff directly reporting to this role are properly trained in all relevant aspects of health and safety applicable to their role
- Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance

Teamwork

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace
- An ability to work well as an individual and in a multi-disciplined team environment

- Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner
- To assist in providing investigation, design services and technical support to other Council departments, committees and the general public when required

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements
- Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions

Training and Development

- Actively participate in Council's training and development programs as required

Continuous Improvement and Innovation

- Promote the development of more efficient work practices
- Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate
- Promote a culture of change and innovation by encouraging new ideas

Environment

- Consider the protection of the environment when undertaking all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Accomplish tasks while working under limited / minimum supervision
- Work with allocated resources and budget to meet or exceed expectations of Council
- Administer and ensure efficient and appropriate use of Council resources
- Program and organise workloads to meet tight schedules and organisational requirements

6. PRINCIPAL ACCOUNTABILITIES

- Provide professional engineering advice, support and guidance with respect to traffic engineering and road safety issues for internal & external customers.
- Assist to provide Council representation and consultation on various traffic engineering related committees and groups, including compiling agenda and coordinating action lists for Local Traffic Committee and Transport Management Committee.
- Develop, analyse and update a traffic model for the Griffith road network using traffic modelling software to assist in the development of local traffic plans and the assessment of traffic impact by future developments.
- Assist to develop, update and implement planning documents and procedures (i.e. of a statutory, practice or corporate nature) with respect to traffic engineering matters.
- To continually develop the knowledge, skills and abilities in Civil Engineering necessary to assist the functions of Council's Engineering Design & Approvals Section
- Provide assistance to Council's survey team

7. KEY DUTIES

- To coordinate the location and installation of vehicular and pedestrian traffic counts and keep an updated record of data for the Griffith City Council area.
- Collate and provide a central point for road and traffic based reports and related data such as the Griffith Pedestrian and Bicycle Strategy, and Heavy Vehicle Strategy.
- To assist with Council's operational permits for
 - Restricted Access Vehicles.
 - Higher Mass Limits to determine requested routes and including consultation with Murrumbidgee Irrigation regarding bridges and culverts.
 - Traffic management plans for road closures for construction and special events.
- Assist to provide a high quality, effective, yet functional standard of design for projects undertaken with an understanding of codes, standards and adopted guidelines relating to traffic engineering designs.
- Provide referrals to the Development Engineers in relation to traffic impact statements and studies provided by consultants for potential development within Griffith.
- Assist to Investigate and resolve traffic and parking issues and complaints, including consultation, assessment of options and implementation of solutions.
- Assist Engineering design team for applications to RMS and other Government agencies for various funding opportunities.
- Prepare engineering design plans and cost estimates and to ensure the designs for capital works projects meet Council's objectives of quality, functionality, time and cost with understanding and recognition of codes, standards and adopted guidelines
- Assist to undertake investigation, design and drafting solutions to capital works projects
- Offer assistance to the Engineering Design & Approvals Manager, Engineering Design Coordinator and the Engineering Design Team when required.
- Liaise with consultants and relevant Council staff in relation to the completion and implementation of traffic related studies and master plans.
- Provide quality customer service in relation to Traffic Engineering issues and general engineering matters, including responding to telephone calls, counter enquiries and internal requests in a prompt, helpful and courteous manner.
- Provide assistance to the Engineering survey team.

8. COMPULSORY REQUIREMENTS OF THE POSITION

NIL

9. KEY SELECTION CRITERIA

ESSENTIAL

- Tertiary qualification in Civil Engineering, or current enrolment in a Civil Engineering Course which would qualify the applicant for membership to the Institute of Engineers of Australia, with demonstrated experience at an appropriate level to competently carry out the position's key tasks.
- Demonstrated experience in AutoCAD or similar software
- Demonstrated experience in civil design, problem solving and drafting of roads, drainage, and parking.
- A demonstrated basic knowledge of traffic modelling and associated software.
- Demonstrated knowledge and understanding in the design and development of Traffic Management Plans and Traffic Control Plans.
- Demonstrated knowledge of design guidelines such as Australian Standards, Austroads, RMS Technical Directions and other relevant guidelines.
- Demonstrated written and oral communication skills including report writing and the ability to relate to people across a range of backgrounds

DESIRABLE

- Advanced tertiary qualification or degree in Civil Engineering
- Three to five years of local government or related experience in Traffic and Civil Engineering.
- Demonstrated basic project management skills with proven ability to manage infrastructure engineering programs and projects.
- A demonstrated basic knowledge of Quadstone Paramics software.
- Basic understanding of the use of survey instruments and of surveying.

DESIRABLE LICENSES AND CERTIFICATIONS REQUIRED FOR THE POSITION

If you do not hold these licenses or certifications then Council will assist you in gaining them during your employment term.

Note: It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold Yes/No	Current Yes/No	Eligibility to hold Yes/No	Details (License or Certificate no)
RMS – Prepare a Work Zone Management Plan				

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

- IInfrequent: exposure to the physical factor two – three times a year on average
OOccasional: exposure to the physical factor less than twice a week on average
FFrequent: exposure to the physical factor 3 - 4 times a week on average
CConstant: exposure to the physical factor more than 5 times a week on average

R Repetitive: exposure to the physical factor multiple times in an hour
S..... Seasonal: Activity involves seasonal variations
N/A Not Applicable
≡ Winter
* Summer

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels				X			
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery							X
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.					X		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.					X		
Standing	Tasks involve standing in an upright position without moving about			X				
Driving	Tasks involve operating any motor powered vehicle					X		
	Tasks involve driving vehicle on unsealed roads.			X				
Sitting	Tasks involve remaining in a seated position during task performance					X		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.			X				
Walking/Running	Tasks involve walking or running on even surfaces			X				
	Tasks involve walking on uneven surfaces			X				
	Tasks involve walking up and / or down slopes			X				
	Tasks involve walking whilst pushing/pulling objects	X						
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant		X					
	Tasks involve climbing over or under machinery		X					
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.		X					
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms		X					
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.							X
	1. Light lifting/carrying (0-9 Kg)		X					

Demands	Description	I	O	F	C	R	S	NA
	2. Moderate lifting/carrying (10-15 Kg)		X					
	3. Heavy lifting/carrying (16 Kg and above)	X						
Restraining	Tasks involve restraining animals / objects							X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.	X						
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper, jackhammer, drills, grinders.							X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.					X		
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.					X		
Sensory Demands of Job Tasks								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					X		
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment			X				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals		X					
Exposure to Chemical Hazards								
Dust	Tasks involve working with dust - e.g. sawdust			X				
Gases	Tasks involve working with gases	X						
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.	X						
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis	X						
Working Environment								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room			X				
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia		X					

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description created: August 2019

Job Evaluation Assessment Date: 26/08/2019

I accept the requirements of the position description and I can deliver its required outputs.

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(print name)

.....
(signed)

.....
(date)