

# POSITION DESCRIPTION

## TRAFFIC CONTROLLER & TEAM MEMBER

<b>POSITION TITLE</b>	Traffic Controller & Team Member	<b>POSITION CODE</b>	WKS701 & WKS702
<b>DIRECTORATE</b>	Shire Services	<b>SECTION</b>	Infrastructure Operations
<b>REPORTS TO</b>	Foreman – Traffic Controller	<b>GRADE</b>	B
<b>DATE PD APPROVED</b>	July 2023	<b>LOCATION</b>	Picton
<b>DATE PD REVIEWED</b>	September 2023	<b>DIRECT REPORTS</b>	Nil

### COUNCIL OVERVIEW

Working at Wollondilly Shire Council means that you will help to achieve our vision to build a resilient, safe and supported workplace that provides respectful, efficient and effective services for our community now and into the future. All our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

### PRIMARY PURPOSE OF THE POSITION

*Delivering a safer community* by constructing and maintaining civil infrastructure as part of Council's Infrastructure Operations outdoor team.

### KEY CHALLENGES AND COMPLEXITIES

1. Traffic control establishment and implementation, i.e. setting in place traffic control signs as specified on the Traffic Guidance Scheme plan in a safe and efficient manner.
2. Manage traffic flow and communicate traffic conditions with other onsite workers.
3. Labouring duties including road maintenance, formwork, concreting and other appropriate activities.
4. The adherence to all necessary work, health and safety regulations and complete all necessary documentation.
5. To work as part of a team and participate in all necessary training programs.
6. To proactively work with peers and staff members from other sections within Council to deliver a service to the community.
7. Liaison with customers (community, stakeholders and representative groups) with respect to projects and maintenance requests in a resource constrained environment.
8. Develop and maintain in all dealings a personal and professional image for the position and the unit which supports the corporate values and image of Council.
9. Additional duties as required within the limits of the employee's skill, competence and training.

### KEY RELATIONSHIPS

#### INTERNAL INFLUENCE?

Employees, Managers, Directors

#### WHY?

The position shares information and coordinates with co-workers to get work done and is also expected to suggest ways to improve teamwork/workflow.

#### EXTERNAL INFLUENCE?

Residents and ratepayers

#### WHY?

Provides quality operational services to the community on behalf of Council.

### AUTONOMY AND DECISION MAKING

The role requires the employee to have the freedom to complete tasks under routine supervision as guided by standard procedures or as instructed by supervisor. Decisions are made within the scope of Council's policies as delegated from time to time by the Chief Executive Officer.

### CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, Policies, Protocols and Procedures at all times.

### FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

### RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

### PHYSICAL TASKS AND REQUIREMENTS

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

#### Physical Demands – General

1. Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
2. Writing – tasks require written correspondence to be done.
3. Close eye work – tasks involve the inspection of small defects/small parts
4. Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
5. Driving – tasks involve operating a manual or automatic vehicle
6. Sitting – tasks involve the prolonged periods in a seated position.
7. Standing – tasks involve prolonged periods of standing
8. Walking – tasks involve walking on uneven, slippery or sloping surfaces
9. Colour Perception – tasks require you to be able to differentiate between colours.

#### Physical Demands – Manual Handling

10. Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials – Medium 10-15kg.
11. Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
12. Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
13. Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels

#### The Working Environment

14. Working indoors – tasks involve exposure to air conditioning and non-air-conditioned work spaces.
15. Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures

#### Psychological Demands

16. Information ordering – tasks involve arranging things in a certain order.
17. Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
18. Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
19. Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions

20. Dealing with the public – tasks involve regular contact with the public using tact and diplomacy.

### WORK HEALTH AND SAFETY

**Employees** – must cooperate with the employer as far as they are reasonably able to ensure the provision of a safe and healthy place of work.

#### Responsibilities

1. To comply with all reasonable direction given to them by their immediate Supervisor.
2. To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements, Safe Operating Procedures or Risk Assessments.
3. To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
4. Ensure that all incidents and near misses are reported to their immediate Supervisor.
5. To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
6. To be proactive in the identification of potential hazards that may be present in the workplace.

#### Accountability

7. Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

#### Authorities

8. Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
9. Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

### SELECTION CRITERIA

#### INHERENT REQUIREMENTS

##### **Personal Attributes, Communication and Team Work**

- Demonstrated commitment to Council's Corporate ICARE Values of Integrity, Collaboration, Accountability, Respect and Embrace Innovation.
- Proven ability to communicate effectively in written and oral forms.
- Proven ability to work effectively with minimal supervision and as a valuable member of a team.

##### **Customer Service**

- Proven ability to deal with customers both internal and external in a polite manner according to standards set by Council.

##### **Level of Planning, Problem Solving and Budget**

- To be aware of budget and be considerate of cost implications of their own work.
- Basic planning is required by the job holder to ensure they effectively contribute to works programs.

##### **Essential Experience and Minimum Qualifications**

- SafeWork NSW – Traffic Controller
- SafeWork NSW – Implement Traffic Control Plans
- National Work Health and Safety Construction Induction (White Card)
- Current Class C Driver's License

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- Demonstrated ability to adhere to Work Health and Safety systems and procedures.

### DESIRABLE REQUIREMENTS

- SafeWork NSW – Prepare a Work Zone Traffic Management Plan
- First Aid Certificate
- Current Class MR Driver's License
- Certificate III in Civil Construction
- Working Near Overhead Powerlines Training

### ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date: