

POSITION DESCRIPTION

Traffic Controller & Team Member

POSITION TITLE	Traffic Controller & Team Member	POSITION CODE	WKS701 & WKS702
DIRECTORATE	Shire Services	SECTION	Infrastructure Operations
REPORTS TO	Forman – Traffic Controller	GRADE	B
DATE PD APPROVED	July 2023	LOCATION	Picton
DATE PD REVIEWED	August 2026	DIRECT REPORTS	Nil

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision, *Making Wollondilly even better, together*. All of 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 ACCOUNTABILITIES

- 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.
- Manage traffic flow and communicate traffic conditions with other onsite workers.
- Labouring duties including road maintenance, form-work, concreting and other appropriate activities.
- The adherence to all necessary work, health and safety regulations and complete all necessary documentation.
- To work as part of a team and participate in all necessary training programs.
- To proactively work with peers and staff members from other sections within Council to deliver a service to the community.
- Liaison with customers (community, stakeholders and representative groups) with respect to projects and maintenance requests in a resource constrained environment.
- 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.
- Additional duties as required within the limits of the employee's skill, competence and training

KEY CHALLENGES AND COMPLEXITIES

- Assist with delivering comprehensive and complete service of a high quality to customers.

KEY RELATIONSHIPS INTERNAL INFLUENCE

WHY?

Employees, Managers, Supervisors, Senior Leadership Team

- Works with staff to generate options that address the main needs and concerns of all parties

EXTERNAL INFLUENCE

WHY?

Customers

- Provide a direct external service to our community members within the function of the position.

AUTONOMY AND DECISION MAKING

The role typically has the freedom to act as guided only by broad Council policy, legislation, senior management and the jobholder's experience and knowledge. Decisions are made within the scope of Council's policies as delegated from time to time by the Chief Executive Officer. Please see delegations list

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for full description of authority.

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 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.

CAPABILITIES FOR THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: 'how we do things around here'. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

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Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Foundational	- Adapts to changing work tasks and environments - Is open to new ways of doing things - Stays calm in difficult situations - Does not give up easily when problems arise - Asks questions and offers own opinion

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Group and Capability	Level	Behavioural Indicators
Resources Assets and Tools	Intermediate	• Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

SELECTION CRITERIA INHERENT REQUIREMENTS

Essential Experience

- Demonstrated ability to adhere to Work Health and Safety systems and procedures.
- 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.
- Proven ability to deal with customers both internal and external in a polite manner

Essential Qualifications, licences and tickets

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

DESIRABLE REQUIREMENTS

- Prepare a Work Zone Traffic Management Plan certificate.
- 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:

PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Writing – tasks require written correspondence to be done.
- Close eye work – tasks involve the inspection of small defects/small parts
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Driving – tasks involve operating a manual or automatic vehicle or item of plant
- Sitting – tasks involve the prolonged periods in a seated position.
- Standing – tasks involve prolonged periods of standing
- Walking – tasks involve walking on uneven, slippery or sloping surfaces
- Colour Perception – tasks require you to be able to differentiate between colours.

Physical Demands – Manual Handling

- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Climbing – tasks involve climbing in and out of the cabin of a truck or plant
- Leg/Foot Movement – tasks involve use of leg and/or foot to operate machinery
- Working at Heights – tasks involve the use of ladders, or elevated platforms that lift from the ground
- Operating Machinery – tasks involve operating Major plant such as a backhoe, front end loader, grader, forklift, roller etc.
- Operating Machinery – tasks involve operating Minor plant such as a lawn mower, brush cutter, leaf blower, chainsaw etc.
- 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

Exposure to Chemical or Biological Hazards

- Working with Hazardous or Dangerous Substances – tasks involve the use of chemicals that are classified as hazardous or dangerous which may cause skin, eye or respiratory irritations if contact is made and requires precautionary measures and/or the use of PPE
- Fumes – tasks involve working with material or products where hazardous fumes may be generated i.e. welding
- Handling Waste – tasks involve handling garbage or other forms of waste

Working Environment

- Working indoors – tasks involve exposure to air conditioning and non-air conditioned work spaces.
- Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures
- Working in a Dusty Environment – tasks involve working in areas where significant dust may be generated
- Working in a Noisy Environment – tasks involve working on or around noisy plant or machinery where you would need to raise your voice above environmental or background noise to be heard

Psychological Demands

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

WHS PHYSICAL TASK REQUIREMENTS

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- 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 to ensure the provision of a safe and healthy place of work.

Responsibilities

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

Accountability

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

Authorities

- 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.
- 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.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature:

Date: