

Melton City Council

Traffic and Transport Engineer

Position Description

PD: 00293

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Traffic & Transport Engineer
Directorate	City Delivery
Business Unit	Roads and Traffic
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator Traffic & Transport
Supervises	Nil
Internal liaisons	• All Staff
External liaisons	• Residents including traders and community groups • Contractors • VicRoads • Public transport authorities • Other Local Government Officers • Service Authorities • Victoria Police

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each



employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Provide advice on traffic and transportation services, including transportation needs for motorists, pedestrians, cyclists, and public transport and freight operators, to ensure the safe and efficient movement of traffic within Council.
- Under the general direction of the Traffic & Transport Coordinator, implement and administer traffic and transport related projects and resolve issues as required, ensuring that the processes and outcomes adhere to agreed timetables, budgets, Council's policies, procedures and technical standards.

5. Key responsibility areas

- Respond positively and punctually within specified timelines to customer enquiries and requests and adhere to the performance standards adopted in the Customer Service Charter.
- Undertake and assist engineering staff with traffic management issues that may include investigations, reports, correspondence and support in all areas including traffic related issues, parking, pedestrian movement, DDA compliance, traffic counts, street lighting etc.
- Implement strategies to develop and maintain cost effective traffic monitoring, involving the investigation collection, analysis, storage and retrieval of all traffic data.
- Liaise with Vic Roads, Department of Transport, Public Transport Victoria, Emergency Services, Victoria Police and other statutory authorities and organisations in relation to transportation issues.
- Develop local area traffic management schemes as required relative to appropriate engineering standards, guidelines, codes of practice, safety and Council policy.
- Review and provide comment on Traffic Management Plans that are submitted to the department for approval.
- Evaluate and advise the Engineering Development section of City Infrastructure Planning (City Futures) on the likely impact of development applications on transport, traffic and parking.
- Attend meetings relating to traffic and transport matters, including Council briefings and Council meetings, as required.

6. Accountability and extent of authority

- Provide support to the Coordinator Traffic and Transport in the preparation and development of engineering related Council policies, procedures and guidelines.
- The extent of authority to be exercised is in accordance with Council policies/criteria and sound engineering principles.
- Ensure traffic investigations are carried out and reported to the customer within time limits specified.

7. Judgement and decision making

- Recommendations made to the Coordinator Traffic and Transport on matters not currently within budget parameters and policy/procedural guidelines.
- Solve problems by the application of research and manage effectively, using one's own initiative, knowledge and skills and/or under the general direction of the Traffic & Transport Coordinator or Manager.
- Make decisions relating to satisfactory design standards, with guidance and advice usually available.
- Exercise initiative and judgement in the provision of specialist advice on policies in relation to the traffic engineering section of Engineering Services.

8. Specialist skills and knowledge

- Demonstrated knowledge of traffic and civil engineering principles.
- Demonstrated experience in various computer packages including MS Office and CAD software.
- Demonstrated knowledge of traffic engineering legislation, acts and regulations, Australian standards and guidelines.
- Ability to use and interpret traffic data collection equipment.
- Ability to carry out project work from conception through to completion in accordance with specified guidelines and directions.

9. Management skills

- Manage own time, including setting priorities, planning and organising one's own work.
- Complete the assigned task in accordance of the specified guidelines under the supervision of the Coordinator.
- Achieve objectives and goals within agreed timelines.

10. Interpersonal skills

- Communicate clearly and concisely, both in writing and orally, with a diverse range of people.
- Ability to gain cooperation, and assistance from staff, consultants, contractors and members of the community from diverse background and cultures.
- Deal with difficult customer situations and present a positive image of Council.
- Analyse information and alternatives in order to formalise solutions to problems.
- Demonstrated ability to organise, address, conduct and report to and from meetings.

11. Qualifications and experience

- Tertiary qualification in Civil Engineering, which would qualify the applicant for membership of the Institute of Engineers of Australia.
- Relevant experience in Traffic Engineering.
- Computer literacy in the use of Microsoft Office particularly MS Word and MS Excel.
- Current valid Victorian Drivers licence.
- Knowledge of relevant legislation including the Road Management Act, Local Government Act, and OH&S Act.

12. Key Selection Criteria



1. Tertiary qualification in Civil Engineering, which would qualify the applicant for membership of the Institute of Engineers of Australia.
2. Understanding of traffic engineering principles and techniques in relation to a local government environment.
3. Well-developed verbal and written communication skills
4. Ability to gain cooperation, and assistance from staff, consultants, contractors and members of the community from diverse background and cultures.
5. Demonstrate excellent time management/organisational skills.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager of Roads and
Transport

August 2026

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

