POSITION TITLE:	**GRADUATE TRAFFIC & DESIGN ENGINEER**
SECTION	**SURVEY, DESIGN AND DRAFTING SERVICES**
DIRECTORATE:	**UTILITIES**

1. REMUNERATION

Grade 13 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:
Development and Traffic Coordinator

b) Positions directly reporting to this position:
Nil

3. PURPOSE

The Graduate Traffic and Design Engineer is to assist in monitoring and analysing traffic and other related data throughout the Griffith Local Government Area. Also assist in developing management proposals to control and regulate traffic, improve road safety outcomes, and provide specific traffic engineering assistance, including heavy vehicle access matters, to the Engineering Design Section.

4. RELATIONSHIPS

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

Internal

- Engineering Design and Approvals Manager
- Development and Traffic Coordinator
- Development Engineer
- Director Infrastructure and Operations
- Griffith Local Traffic Committee
- Engineer Design coordinator
- Works Manager Construction
- Works Manager Maintenance
- Draftsperson
- Surveyors
- Media and Communications Officer
- Other sections throughout the Council



External

- NSW Police Local Area Command Highway Patrol Supervisor
- Transport for NSW
- Regional authorities/ neighbouring councils
- School communities/ educational institution representatives
- Murrumbidgee Irrigation
- National Heavy Vehicle Regulator
- Local Transport Industries and operators
- Primary production industries
- Local public transport (bus/taxi)
- Local, State and Federal Government Departments and Agencies
- Non-government organisations

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 • Comply with and 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

	• 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 • Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives • Promote a culture that encourages and values the contribution of staff to the achievement of Council activities
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
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 • Identify and propose additional business opportunities that enhance Council's existing capabilities
Environment	• Consider the protection of the environment when undertaking all Council activities • Consider the protection of the environment in decision making and in the undertaking of 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



6. PRINCIPAL ACCOUNTABILITIES

- Provide engineering advice, support and prepare detailed reports with respect to traffic issues.
- Provide Council representation and consultation on various traffic engineering related committees and groups such as the Local Traffic Forum.
- Assist in developing and analysing traffic data for the Griffith Road network using traffic modelling software to assist in the development of local traffic plans and the assessment of traffic impact within the Griffith Local Government Area.
- Develop, coordinate and implement road safety projects with a focus on behavioural change as per the principles of the Local Government Road Safety Program Guidelines
- Assist in developing and maintaining the forward years Road Safety Action Plan with particular emphasis on projects that demonstrate the Safe Systems Approach to road safety
- Provide advice, support and guidance on traffic management using evidence-based road safety strategies that benefit both internal and external customers.
- Assist in developing and updating planning documents and procedures (of a statutory, practice or corporate nature) for traffic engineering/road safety matters.
- Continuous improvement of personal knowledge, skills and abilities in engineering necessary to assist the functions of Council's Engineering Design & Approvals Section.
- Provide investigation, design services and technical support to other Council departments when required.

7. KEY DUTIES

- Reviewing of technical engineering reports, plans, diagrams and drawings prepared as part of development proposals regarding, but not limited to, the following matters:
    - Traffic and parking management;
    - Transport assessments;
    - Traffic management plans
- Liaise with consultants and relevant Council staff in relation to the completion and implementation of traffic related studies and master plans.
- Collate and provide a central point for road and traffic-based reports and related data such as the Pedestrian Access and Mobility Plan (PAMP), Bicycle Study and Heavy Vehicle Strategy.
- Assess and Council's operational permit applications for:
    - Restricted Access Vehicles (RAVs);
    - Higher Mass Limits (HML) vehicles;
    - including determining appropriate access routes and undertaking consultation with Murrumbidgee Irrigation regarding bridges, culverts and other infrastructure constraints.
- Review/ assist in creating Traffic management plans.
- Investigate and resolve traffic and parking issues and complaints, including consultation, assessment of options and implementation of solutions.
- Investigate strategies to resolve traffic and parking issues including consultation, assessment of options and implementation of solutions.



- Assist in identifying locations and subsequent installation of vehicle counts (Metrocount) to record vehicle related statistical data
- Provide input to develop and implement traffic related studies and/or master plans with consultants and relevant Council staff taking into account road safety, safe systems and traffic engineering principles
- Provide investigation and technical support for traffic related matters to other Council departments, committees and the general public when required
- Provide quality customer service in relation to traffic management issues and general road safety matters, including responding to telephone calls, counter enquiries and internal requests in a prompt, helpful and courteous manner.
- Preparation of traffic engineering concepts and concept designs to relevant standards utilising AUTOCAD and other traffic/civil design packages.
- Provide quality customer service in relation to development and traffic engineering issues and general engineering matters, including responding to telephone calls, counter enquiries and internal requests in a prompt, helpful and courteous manner

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment (including drug and alcohol) and achieve a satisfactory outcome**.**

9. KEY SELECTION CRITERIA

ESSENTIAL

- Degree in Engineering acceptable to the Institution of Engineers Australia or Current enrolment and minimum of 75% completion of an accredited Australian Bachelor of Engineering (Hons) degree.
- Demonstrated knowledge in the analysis of statistical information for traffic engineering and road safety assessment.
- Demonstrated knowledge in the design, promotion, implementation, evaluation and monitoring of community road safety campaigns.
- Demonstrated knowledge of and experience in the interpretation and certification of technical engineering reports, plans, diagrams and drawings.
- Demonstrated knowledge and experience in using AutoCAD, and Microsoft Office programs.
- Demonstrated excellent verbal and written communication and negotiation skills
- Demonstrated knowledge in managing projects and organising workloads to meet deadlines
- Demonstrated ability to effectively work individually and in a multi- disciplined team environment with minimal supervision to an agreed standard.
- Hold a current Australian Driver Licence

DESIRABLE

- Demonstrated the ability to interpretate relevant New South Wales Legislation including the Road Rules 2014, Roads Act 1993, Local Government Act 1993, and Heavy Vehicle National Law.
- Demonstrated understanding of heavy vehicle access both within the LGA and across neighbouring councils.
- Demonstrated understanding in traffic modelling and experience using associated software.
- Demonstrated understanding in the Transport for New South Wales (TfNSW) Traffic Control at Worksites Manual (TCAWS).
- Hold a Prepare Work Zone Traffic Management Plans (PWZ) accreditation
- SafeWork Traffic Control Work Training (TCWT) card

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

O .....Occasional: exposure to the physical factor less than twice a week on average
F .....Frequent: exposure to the physical factor 3 - 4 times a week on average
C .....Constant: 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
N/A .....Not Applicable
≅.....Winter
✹.....Summer

Demands	Description	Frequency				
		O	F	C	R	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			

Demands	Description	Frequency				
		O	F	C	R	NA
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 an extended period - e.g. whipper snipper.					X
	1. Light lifting/carrying (0-9 Kg)		X			
	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 snipper, 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						

Demands	Description	Frequency				
		O	F	C	R	NA
Sight	Tasks involve use of eyes (sight) an as 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 July 2026.

Job Evaluation Assessment Date: 02/09/2026

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	









