

Position:	Traffic Engineer
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Band 6
Division:	Place Making & Environment
Department:	Assets and Engineering
Team:	Road Strategy
Date Reviewed:	April 2025
Approved By:	General Manager/Manager
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

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Introduction of the work of the team

The Road Strategy team is a unit within Council's Assets and Engineering Department. The Road Strategy team is responsible for leadership and management of Surf Coast Shire's Road network, providing strategic direction and guidance for the future of council's transport modes. This ensures the region has a safe integrated transport network which makes it easier and encourages movement around the region without the reliance on cars. Our team of engineers also provide sponsorship and guidance to Civil infrastructure projects while also providing direction to externally delivered planned development within the region.

POSITION OBJECTIVES

To plan and scope infrastructure projects to be delivered within Surf Coast Shire Capital works program relating to road assets with a focus on road safety and traffic management related infrastructure.

The position is responsible for

- Assist in the delivery of road safety engineering projects within the scope, time and budget and deliver project objectives as outlined in any project documentation
- Manage project resources and budget to ensure projects are completed on time and within budget
- Effectively communicate with external partners and project stakeholders to ensure achievement of project outcomes
- Provide sound and strategic transport engineering advice to both internal and external stakeholders, including planning referrals for both Strategic and Statutory planning applications
- Assist in development of project bids and grant applications to support delivery of Council's infrastructure commitments.

ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator Road Strategy

Supervises: Consultants, Contractors (as required)

Internal Relationships: All employees and Councillors

External Relationships: Residents, Contractors, Government Organisations, Event Organisers and Consultants

KEY RESPONSIBILITIES

Functional Responsibilities

- Undertake investigations and preparation of engineering solutions to monitor and improve road safety and traffic management within the Shire
- Carry out and manage scoping and design work of Council capital works program
- Assist in review of existing road network and provide input and advice on improving council's network management
- Prepare Project briefs for contractors and consultants
- Preparation of technical specifications for tender documents for Infrastructure Contracts
- Supervision of consultants in relation to infrastructure design projects
- Preparation of cost estimates and maintenance programs for budget consideration
- Provide sound and strategic transport engineering advice to both internal and external stakeholders, including planning referrals for both Strategic and Statutory planning applications
- Provide technical advice during community consultation of projects
- Provide timely, accurate and courteous responses to queries from both internal and external customers, either through telephone, onsite meetings or written correspondence
- Assist with the development of strategies and programs for the upgrading of infrastructure
- Assist in the review of event and construction traffic management plans and liaise with event organisers to minimise the impact on the road network and road users and ensure on road events are conducted with minimal risk to participants.

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Position description

Communication

- Actively participate in and contribute to Assets and Engineering department team
- Establish and maintain networks both within and outside the industry in order to further Council's business interests and identify best practice management techniques and technologies
- Represent Assets and Engineering team at relevant public or project stakeholder meetings.

Professional Development

- Keep up to date with issues and advances consistent with optimising Infrastructure Unit services
- Ensure engineering registration training is current and continuously reviewed and updated.

General Responsibilities

Other

- Perform other duties and responsibilities reasonably within the capabilities of the position.

Risk Management and Workplace Health & Safety

- Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person-specific
- Participate in the consultative processes provided by the organisation.

Record Keeping

- Understanding records management obligations and responsibilities
- Making and keeping accurate and complete records of business activities and decision making
- Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Accountable to complete projects under officer's control within budget and time
- Accountable for own quality of work
- Authority to approve minor procedural maintenance works within budgetary limitations
- Ensure design solutions and devices are investigated, planned and implemented in accordance with relevant guidelines, structural policies, procedures and legislation
- Accountable for ensuring key project internal and external stakeholders are engaged throughout the project
- Accountable for managing contractors or consultants assisting the delivery of road safety and design projects
- Accountable for creating and capturing accurate records of the business activities and decision related to the projects, in accordance with approved policy and procedures
- Coordination of various project elements through structured project management processes
- Participate in tendering processes as required.

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JUDGEMENT AND DECISION MAKING

- Demonstrated judgement and the ability to make analytical decisions based on engineering knowledge and local government experience
- An innovative approach to problem solving, particularly in regard to cost control and changes in technology and work practices
- Deliver the design element of projects within time and budget including recommendations of any design alterations for approval
- Assist in the assessment and analysis of tender submissions including preparing reports to recommend the award of contracts
- Investigate and advise internal and external customers of actions to be taken in regard to queries or concerns
- Monitor cash flow and expenditures on projects
- Guidance and advice is usually available.

SPECIALIST SKILLS AND KNOWLEDGE

- Application of appropriate engineering standards to civil projects
- Knowledge, understanding and ability to apply relevant legislation, policies, procedures, recognised professional standards relating to traffic management and civil engineering
- Knowledge and understanding of traffic management, safe systems principles and road safety design
- Knowledge and experience in the application of contract preparation and administration
- Preparation of preliminary, detailed design and construction drawings and specifications for tenders and management of consultants for the same
- Budgeting techniques and project cost control
- Well-developed problem solving skills
- Experience in managing and reporting project budgets.

MANAGEMENT SKILLS

- Effectively plan, organise and manage own time to achieve targets within a set timetable
- Work with consultants and other government departments to achieve project timeframes and budgets
- Involvement in consultation processes with various internal and external groups
- Provide direction for staff in the conduct of their duties
- Ability to manage consultants including contract administration.

INTERPERSONAL SKILLS

- Skills in written communications in the preparation of professional correspondence and technical reports
- Well-developed oral and written communication skills to be applied when dealing with consultants, general public, service authorities and other employees to gain cooperation and assistance
- Where necessary be involved in the engagement of the community in the design element of the Capital Works Program
- Ability to engage and work collaboratively with local communities and stakeholders
- Make decisions while working with a minimum of supervision.

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KEY SELECTION CRITERIA

Qualifications and Experience

- Degree in Civil Engineering or equivalent qualification
- Experience in municipal or civil engineering field of minimum two years
- Experience in Microsoft Office and AutoCAD
- Knowledge and understanding of relevant legislation, policies, procedures, recognised professional standards relating to traffic management and civil engineering
- Experience in planning and developing work programs, including monitoring, reviewing and reporting to supervisor
- Experience in a local government environment.

Other requirements

- Current Victorian driver's licence
- You have the Right to live and work in Australia
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.