

Job title: Technical Officer	
Classification: Band 3	Effective Date: 21 March 2024
Reports to: Transport Co-ordinator	Tenure: Casual

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

The position will undertake transport engineering tasks that promote safe, sustainable, active, accessible and convenient travel throughout the municipality.

Key Responsibilities

Position Specific Responsibilities

- Contribute to the development of a culture of quality, sustainability, industry best practice and customer focus across the Transport Team.
- Provide preliminary advice and support to traffic management and road safety investigations and parking investigations.
- Assist with preparing mail merge documents for community consultation on parking proposals and traffic treatments proposals.
- Provide comments and advice on National Heavy Vehicle Regulator (NHVR) applications.
- Provide comments and advice on street party and filming applications.
- Provide consent to temporary road closure applications and work zone permits.
- Review and respond to informal development applications, such as low scale dwelling applications.
- Attend to counter enquiries and phone calls directed to the Transport Team.
- Review vehicle crossing applications in conjunction with Council's Engineering Approvals Team.
- Assist with traffic survey and parking data collection, including arranging surveys with Council providers and entering data into Council's traffic survey database.
- Assist with the administration and relocation of Council's speed observation trailers.
- Preparation of Works Requests for parking and traffic signage, line-marking and other maintenance works.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality. Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Nil

Staff responsibility: Nil

Decision Making:

The position has specific standards that can be used to provide traffic management solutions to a number of different problems.. Guidance is always available to make a decision.

Key Relationships

The position will mostly liaise with internal stakeholders on a limited range of work situations. Occasional communication with the community, industry bodies, government agencies, contractors and consultants may be required..

Skills and Attributes

Qualifications and Experience:

- Currently undertaking studies in Bachelor of Civil Engineering.
- A valid Victorian driver's licence.

Technology:

- Proficient in computer skills on packages such as Word, Excel, PowerPoint, internet, GIS systems and email (Outlook).

Interpersonal:

- Ability to write routine correspondence regarding traffic and transport issues.
- Very good written and verbal communication skills.
- Must be able to liaise effectively across departments.
- Must be able to represent Council in a positive and professional manner.

Leadership/Management:

- Ability to prioritise own work and manage to time deadlines.
- Ability to develop skills and knowledge.
- Ability to work independently, whilst also providing input within a team environment.
- Basic level of project management skills.
- Basic level of experience and knowledge of the Local Government Act and other legislative requirements and frameworks (or ability to gain), would be beneficial.

Key Selection Criteria

- Currently completing studies in Bachelor of Civil Engineering.
- Very good written, verbal communication and presentation skills.
- Ability to prioritise own work and manage to time deadlines.

- Ability to work independently, whilst also providing input within a team environment.
- Basic level of project management skills.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels		Performed sometimes
Hand/Arm Movement Tasks involve use of hand/arms		Performed sometimes
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist		Performed sometimes
Standing Tasks involve standing in an upright position		Performed sometimes
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Performed sometimes
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed sometimes
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Performed sometimes
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Performed sometimes
Keyboard Duties Tasks involve sitting at workstation and using computer		Performed sometimes
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Performed sometimes

