

Job title: Transport Engineer	
Classification: Band 6	Effective Date: October 2022
Reports to: Transport Co-ordinator	Tenure: Permanent Full Time

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.
- Assist with the development and review of Council's Traffic Management Strategy, Integrated Transport Strategy, Road Safety Strategy, Bicycle Strategy, Box Hill Car Parking Strategy, Box Hill Integrated Transport Strategy and other related strategies and policies.
- Provide advice to Council staff and external stakeholders on traffic and transport matters.
- Investigate traffic, transport and car parking matters and provide advice and responses to customer requests.
- Assist in undertaking transport and traffic studies.
- Review and comment on Statutory and Strategic planning referrals.
- Review and provide consent to Traffic Management Plans and Construction Management Plans.
- Arrange and analyse traffic and parking surveys.
- Investigate and develop parking proposals to address traffic safety and parking amenity needs.
- Assist with the preparation of funding submissions and grants to the State Government and other authorities.
- Investigate and develop road safety improvement concept designs for Capital Works projects.

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:

This position has no direct staff responsibility however motivating, developing and mentoring of other Transport Engineers, contract and casual staff is required. The position will manage external consultants and contractors to ensure successful project delivery.

Decision Making:

The position has a variety of industry and best practice standards that can be used to provide traffic management solutions to a number of different problems. It is often necessary to think laterally and be flexible in finding solutions to traffic, parking and road safety problems. The officer will be an experienced Transport Engineer in the Transport Team and will make traffic management and transport decisions from their experience and knowledge and provide guidance to other staff and contractors, as required. The position will manage their own workload with minimal supervision or direction.

Key Relationships

The position will liaise with the community, industry bodies, government agencies, contractors, consultants and a variety of Council staff, management and Councillors throughout the organisation.

Skills and Attributes

Qualifications and Experience:

- Bachelor of Engineering or other relevant tertiary qualification with relevant work skills and experience.
- A minimum 5 years' experience within the traffic and transport field, preferably within Local Government or a similar industry.
- 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 reports and correspondence regarding traffic and transport issues.
- Ability to manage a variety of complex tasks concurrently.
- Excellent written, verbal communication and presentation skills and the ability to gain cooperation and assistance from other Council staff, contractors, consultants, the community and other key stakeholders.
- Must be able to liaise effectively across departments to discuss and resolve specialist matters.
- Represent Council in a positive and professional manner.

Leadership/Management:

- Ability to mentor and develop others in the Transport Team, where applicable, to further develop their skills and knowledge.
- Ability to manage own time to successfully complete projects with conflicting pressures and resources available within set timeframes.
- Ability to work independently with minimal supervision but also provide input within a team environment.
- Working knowledge of the political environment within local government.
- Demonstrated project management skills in the delivery of local government projects or similar projects.
- Experience and knowledge of the Local Government Act and other legislative requirements and frameworks.
- Proficiency in the application of traffic and transport management best practice to resolve issues and implement opportunities using a flexible approach to problem solving where applicable.
- The position includes inherent physical requirements. Please refer to the Physical Requirements Checklist for more information.
- The position may be required to attend out of hours meetings.

Key Selection Criteria

- Bachelor of Engineering or other relevant tertiary qualification or lesser formal qualifications with relevant work skills and experience.
- A minimum 5 years' experience within the traffic and transport field, preferably within Local Government or a similar industry.
- Excellent written, verbal communication and presentation skills.
- Demonstrated project management skills in the delivery of local government projects or similar projects.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
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	