



# CAMERA OPERATOR

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Specialist & Support Services

**District / Branch:**

State Traffic

**Work Unit:**

IMO Camera Operations

**Position Description Number:**

Generic 15

**Rank / Level / Band:**

Level 2

**Position Category:**

Choose an item.

### Employment Conditions

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Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Shift work: As per relevant industrial agreement

May be required to travel intrastate as required or required to work at different locations within the country regions. May be required to work additional hours outside rostered shifts to meet operational requirements.

Location: Metropolitan and/or country areas

### Position Objective

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Contributes to the reduction of traffic crashes and fatalities on the State's roads by maintaining the optimum operational effectiveness of traffic enforcement devices throughout Western Australian (WA).

### Role of Work Unit

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IMO Camera Operations encompasses the operation and deployment of the WA Police Force traffic camera fleet.

### Reporting Relationships

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This position reports to:

- Team Leader, Level 3 or
- OIC, Police Station, Sergeant/Senior Sergeant or
- District Officer, Inspector

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Camera Operator	Rank, Level or Band Level 2	Position Number: Generic 15
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## Key Accountabilities

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### 1. Camera Operations

- 1.1 Attends selected camera locations and is responsible for the placement, repositioning or resetting cameras in accordance with Standard Operating Procedures (SOPs) and the Australian Standard to ensure optimum effectiveness.
- 1.2 Independently sets up and operates camera equipment and any associated speed measurement devices throughout the metropolitan and/or country areas in accordance with SOPs, Australian Standards and occupational health and safety standards. When deployed to country areas, liaises with local police to enhance operational effectiveness.
- 1.3 Attends various camera locations daily on a rostered basis to retrieve data, test operation, maintain and service camera equipment and performs troubleshooting as required.
- 1.4 Monitors, checks and tests the accuracy of camera operations and equipment regularly to ensure a high level of integrity and operational efficiency. Undertakes preliminary fault diagnosis of faulty equipment and facilitates necessary repair and/or maintenance. Provides written report on equipment status.
- 1.5 Ensures the ongoing testing and evaluation of cameras.
- 1.6 Utilises laser detection equipment and Speed Detection System (SDS) process as part of the camera test process.
- 1.7 Compiles proforma statements on camera operations for court and may attend as a witness to provide essential evidence relative to camera operations.
- 1.8 Provides advice, mentoring and general supervision of assigned new Camera Operators following completion of the Camera Operator training course. Reports progress and makes recommendations on additional training and progress.
- 1.9 Records operational location data (including incident and dangerous driving reports) and ensures the security and integrity of camera equipment, recorded images and supporting documentation.
- 1.10 Reports any issues, maintenance or replacement requirements for cameras and associated equipment. Updates computer records where required, for camera operations.
- 1.11 Ensure the camera vehicle is driven in accordance with the Road Traffic Act and kept in a clean and tidy manner.
- 1.12 Conducts surveillance of cameras, other measurement devices and police vehicles, and provides an appropriate level of security for all equipment in accordance with SOPs.
- 1.13 Prepares reports on camera issues such as evaluating equipment and crash damage and takes photographs of the damaged equipment.
- 1.14 Communicates with members of the public in relation to camera operations whilst maintaining client focus as per "WA Police Force Customer Service Charter".
- 1.15 Develops and maintains positive relationships with police officers, members of the legal profession, public, private and corporate entities and other government and non-government organisations.
- 1.16 Conducts assessment of new locations for inclusions in camera deployment roster.

### 2. Other

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Undertakes other duties as directed.

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## Work Related Requirements

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<b>Essential</b>	<b>Context in which work related requirements will be applied and or general standard expected.</b>
Communication	Compiling memos, emails, incident reports and proforma statements for court. Attending court as a witness providing evidence on speed camera operation.
Interpersonal	Communicating with members of the public where required. Conflict resolution, including the ability to deal with difficult and aggressive situations when dealing with abusive and irate members of the public.
Problem solving	Performing preliminary basic fault diagnosis in order to rectify equipment failures on site. Selecting the most appropriate site within the assigned location in line with SOPs. Ensuring personal safety.
Physical fitness	Demonstrated physical capacity to lift and move bulky equipment, setting up camera equipment in accordance with the Occupational Health and Safety Act.
Computer	Updating relevant systems. Meeting operational benchmarks and deadlines. Word processing for a variety of correspondence requirements. Excel spreadsheets for reports.
Drivers licence	Possession of a current Western Australian motor drivers licence class "C" or "CA". (Driving independently to and from speed camera assigned site locations.).
Navigation	Ability to read and interpret road maps. Locating speed camera sites effectively and efficiently throughout the metropolitan and/or country areas.

## Capability Framework

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The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Certification

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<b>Position</b>	<b>Name</b>	<b>Date</b>
Workforce Design and Consultancy	Paul Walling	22 October 2018
IMO Production	Tracy Pes	22 October 2018