

# JOB ROLE STATEMENT

## TRAFFIC OPERATIONS SUPERVISOR LEVEL 5

DIRECTORATE NETWORK OPERATIONS  
BRANCH REAL-TIME TRAFFIC OPERATIONS POSITION NO P0062885 / P0062886 / P0062887

### KEY RESPONSIBILITIES

Supervise the activities of the Traffic Operations Centre (TOC) Control Room to mitigate traffic congestion on the metropolitan road network. Co-ordinate resources and activities during incidents that impact the road network.

### KEY DELIVERIES

#### Supervision and Co-ordination

- Co-ordinate incident response activities in the TOC Control Room.
- Supervise and manage employee behaviour, performance and development.
- Co-ordinate the dispatch of Incident Response Service (IRS) and other resources during real-time environment.
- Ensure continuity of rosters for the Control Room and manage staff resources.
- Identify and facilitate staff training requirements.

#### Emergency Management Plans

- Co-ordinate resources and activities relating to emergency situations.
- Provide specialist technical support in the development of strategies and plans for management of emergency situations.
- Provide specialist technical support in the development and maintenance of Emergency Management Plans and supporting documentation.

#### Traffic Operations

- Co-ordinate the Control Room services for:
  - traffic monitoring and adjustment of traffic signals, variable message signs, cameras, etc. to improve traffic efficiency
  - facilitate special events and emergency service route pre-emption
  - assess the need and authorise the deployment of IRS resources
  - incident reporting and response
  - real-time traffic information including Police reports
- Contribute to the development and review operational procedures and ensure processes are followed on a day-to-day basis.
- Identify processes and/or procedures that require review improve operational emergency responses.
- Ensure that computer databases are appropriately maintained.
- Monitor the Central Business District (CBD) network as authorised Parking Warden and deploy CBD Clearway Management resources.

#### Stakeholder Relationships

- Build and enhance working relationships with all Network Operations Directorate areas.
- Build and maintain professional working relationships with the Western Australian Police, media and Main Roads' service contractors in relation to real-time traffic information.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL

TRAFFIC INCIDENT RESPONSE MANAGER

POSITION NO  
LEVEL 6 P0062883 OR P0062884

## TRAFFIC OPERATIONS SUPERVISOR LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Traffic Operations Officer (up to 5 each)	LEVEL 3	Salaried	up to 10
<b>TOTAL</b>			<b>Up to 10</b>

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

- Considerable skill, knowledge and experience in:
  - traffic management, including in emergency situations
  - investigation, analysis and problem solving
  - building and enhancing stakeholder relationships
  - supervision, including the supervision of behaviour, performance and development
- Knowledge of:
  - detailed knowledge of Perth metropolitan road network
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE:**

- A Diploma in Management.

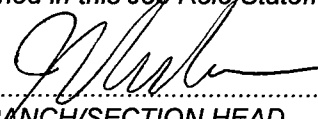
**OTHER REQUIREMENTS:**

**Appointment to this role is also subject to:**

- obtaining a current police clearance
- applicants ability and willingness to undertake rostered work shifts, on-call availability on weekends and in-person availability during emergency situations

**CERTIFICATION**

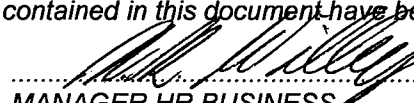
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  ..... DATE 26/9/17  
 BRANCH/SECTION HEAD John Verdellios

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

SIGNATURE  ..... DATE 2/11/17  
 EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  ..... DATE 2/11/18  
 MANAGER HR BUSINESS