

# JOB ROLE STATEMENT

## TRAFFIC OPERATIONS OFFICER LEVEL 3

**DIRECTORATE** NETWORK OPERATIONS  
**BRANCH** REAL-TIME TRAFFIC OPERATIONS    **POSITION NO** P0062892 / P0062893 / P0062894 / P0062895  
P0062896 / P0062897 / P0062898 / P0062899  
P0062900 / P0062901 / P0062902 / P0062903

### KEY RESPONSIBILITIES

Within Main Roads Traffic Operations Centre (TOC), monitor and optimise safety and efficiency of 'real time' road traffic flow on the metropolitan road network.

### KEY DELIVERIES

#### Traffic Movements and Response

- Monitor and adjust 'real time' traffic flow using the Intelligent Transport System devices, including:
  - recording incident activities using the Web Emergency Operation Centre (WebEOC) logging system
  - real time incidents and reporting
  - preparing and implementing SCATS runs for specified routes and vehicle movements
  - traffic flow and adjusting traffic signals for special events
  - variable message signs (VMS)
  - reporting network performance
  - closed circuit TV

#### Incident Response

- Assess and respond to the impact of traffic incidents on the road network.
- Liaise with appropriate Traffic Operations Supervisor, Senior Traffic Operations Officer, Public Affairs Co-ordinator, Customer Information Centre Team, Main Roads' Integrated Services Provider (Contractor) and relevant Emergency Response Agencies, and co-ordinate traffic management incident response requirements using Incident Response Service (IRS).
- Provide support to Traffic Operations Supervisors with the development and implementation of emergency traffic management response plans.
- Provide support for 'real time' incident management reporting.
- Attend incidents as required and perform TOC liaison role.

#### Stakeholder Relationships

- Act as first point of call for Emergency Services and other Agencies responding to traffic and incident management.
- Provide traffic reports to the Main Roads Public Affairs team.

### OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability 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 any of the regions 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 OPERATIONS SUPERVISOR

LEVEL 5

POSITION NO  
P0062885 OR P0062886 OR P0062887

## TRAFFIC OPERATIONS OFFICER LEVEL 3

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL

**ALL POSITIONS UNDER CONTROL**

State number of positions only

POSITION No

CATEGORY

NUMBER

TOTAL

**SELECTION CRITERIA**

**ESSENTIAL:**

- Skill, knowledge and experience in:
  - traffic and incident management
  - investigation, analysis and problem solving in demanding situations
  - building and enhancing stakeholder relationships
  - written communication
  - use of computers and their applications
- Knowledge of:
  - using computerised ITS, including systems such as: Closed Circuit TV, VMS, SCATS, WebEOC
  - 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 Certificate in Traffic Management.

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

- applicants ability and willingness to undertake rostered work shifts
- obtaining a current police clearance prior to appointment
- successfully passing Pre-employment Medical test prior to appointment
- obtaining Senior First Aid Certificate within a 12 week training period

**CERTIFICATION**

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

SIGNATURE

*[Signature]*  
.....  
BRANCH/SECTION HEAD

DATE

17.7.15

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

SIGNATURE

*[Signature]*  
.....  
EXECUTIVE DIRECTOR

DATE

17.7.15

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

SIGNATURE

*[Signature]*  
.....  
MANAGER HR BUSINESS

DATE

15/7/15