

# **JOB ROLE STATEMENT**

## **TRAFFIC SERVICES OFFICER LEVEL 4**

**DIRECTORATE** NETWORK OPERATIONS  
**BRANCH** TRAFFIC MANAGEMENT SERVICES

**POSITION NO** VARIOUS

### **KEY RESPONSIBILITIES**

Investigate, review and propose solutions to routine traffic management and road safety matters. Provide a point of contact for the public and agencies for routine traffic matters. Provide technical support in implementing relevant policies, practices and guidelines.

### **KEY DELIVERIES**

#### **Traffic Services**

- Investigate, review and respond to routine traffic efficiency and road safety queries and requests relating to traffic signals, signage and pavement markings in accordance with relevant guidelines and policies.
- Provide technical support with investigations, reviews and responses to complex traffic efficiency and road safety queries and requests relating to traffic signals, signage and pavement markings in accordance with Main Roads guidelines and policies.
- Capture and maintain records and databases for the road network.
- Provide technical support with preparation, review and analysis of traffic models.
- Monitor the efficiency and safety of the road network, investigate and propose routine improvements for inclusion in the Traffic Improvement Program.
- Review Development Applications (DA's) for routine traffic and safety issues and prepare appropriate responses.
- Provide technical support with reviews of complex Development Applications (DA's).

#### **Management**

- Assist with the engagement and management of consultants and contractors, as required.
- Arrange for the implementation of routine minor improvements including signs and pavement marking.

#### **Stakeholder Relationships**

- Build and enhance professional working relationships with internal and external stakeholders.
- Attend and contribute to meetings and consultations/negotiations with State and Local Government and other agencies on traffic management and road safety matters.
- Draft correspondence addressing stakeholder enquiries on routine traffic management and road safety matters.

### **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 "HW 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 occupant of this position may be required to undertake a role in a region for a period of time.

### **DYNAMIC RESOURCING**

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

### **REPORTING RELATIONSHIPS**

*This position reports to:*

(A) **TITLE AND LEVEL**  
TRAFFIC SERVICES CO-ORDINATOR

**LEVEL 6**

**POSITION NO**  
VARIOUS

# TRAFFIC SERVICES OFFICER LEVEL 4

**POSITIONS UNDER DIRECT SUPERVISION**

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

**ALL POSITIONS UNDER CONTROL**

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

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

- Sound skill, knowledge and experience in:
  - traffic engineering principles including safe and efficient traffic design and planning
  - traffic investigations, analysis and problem solving
  - building and enhancing stakeholder relationships
  - written communication, report writing
- Knowledge of:
  - Western Australian road and traffic legislation
  - traffic modelling
  - project and contract management
  - policies and practices on Work Health and Safety, and on EEO, diversity and equity
- Possession of a Current Western Australian 'C-A' Class (car) motor vehicle drivers' licence or equivalent.

**DESIRABLE:**

- A Diploma in Engineering or other relevant discipline.

**CERTIFICATION**

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

18/10/2020

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE

18/10/22

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

SIGNATURE

MANAGER HR BUSINESS

DATE

20/10/22