

Position Description

Position title:	Traffic Controller
Position number:	New
Group:	Infrastructure and Natural Assets
Reports to position title:	Traffic Management Coordinator
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay point 6 – 9
Approved:	1 August 2025

About the Group

The Infrastructure and Natural Assets Group has primary responsibility for managing and leading council's infrastructure and natural asset programs, including development of new infrastructure, renewal of existing assets, sustainable waste and stormwater management and safeguarding the city's natural assets.

The Operations Team plays a vital role in delivering the work of the Infrastructure and Natural Assets Group by undertaking the on-the-ground construction, maintenance, and management of council's infrastructure and natural assets. This includes maintaining roads, parks, stormwater systems, and public spaces, supporting sustainable waste operations, and ensuring that community assets remain safe, functional, and well-presented.

Duties and Responsibilities

The Traffic Controller is responsible for directing vehicles and pedestrian traffic in an organised way to ensure worker and public safety at construction zones, accident, public events or other situations, using signs and other traffic control devices.

- Establish, maintain and remove traffic control in alignment with relevant Traffic Management Plans and Traffic Guidance Schemes (TMPs/TGSs), ensuring full compliance with regulatory requirements.
- Direct vehicular and pedestrian traffic using approved methods, including hand signals, flags, and other authorised traffic control devices, to ensure safe and efficient movement through work zones.
- Monitor and assess traffic flow continuously, making timely adjustments to control measures to maintain safe and orderly conditions.
- Assist in the maintenance, servicing, and repair of traffic control equipment to ensure continued operational effectiveness.
- Participate in all required training and development activities, and remain current with emerging practices, standards, and regulations in traffic management.
- Ensure adherence to operational safety procedures, including the completion of Safe Work Method Statements (SWMS) and risk assessments prior to commencing activities.
- Comply with all council work health and safety policies and practices.
- Identify and report potential risks (including safety, financial, and operational) to the relevant Works Officer or Technical Officers.
- Provide support to the relevant Works Officer in actively participating in operations meetings and contribute to collaborative decision-making processes within the team.
- Communicate clear, concise, and consistent instructions to drivers and pedestrians to guide them safely through or around worksites and potential hazards.
- Some problems can be complex and unfamiliar, requiring a good understanding of procedures, sound personal judgement, and at times, creative thinking while working within established procedures.
- Able to manage time effectively, work independently, complete timesheets, and provide on-the-job guidance and training to others when needed.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

Essential

1. Must hold a Traffic Control Ticket.
2. Must hold a National Work Health and Safety Construction Induction (White Card).
3. Must hold a Current Class C Driver's License.
4. Proven ability to read, assess, and provide feedback on Traffic Management Plans.

5. Knowledge of relevant legislation, including the *Local Government Act, Road Management Act 2004*, council By-Laws and relevant regulations.
6. Ability to apply solutions not related to previously encountered situations to address occasionally complex or technical problems with some creativity and originality.
7. Fitness for duty:
 - **Vision:** Ability to distinguish colours, read licence plates at 20 metres, judge speed and distance, and see signage clearly at 250 metres.
 - **Hearing:** Able to hear instructions, warning devices, and emergency sirens over traffic noise.
 - **Mobility & Fitness:** Physically able to move quickly if needed, stand for long periods holding a stop/slow bat, conduct hand signals and lift/load traffic control equipment.
 - **Communication & Cognitive Skills:** Sufficient literacy, numeracy, and learning ability to follow instructions, read plans, complete accurate records and perform basic calculations.
8. Hold current traffic training in the new Austroads training standards. (**Desirable**)

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- Delegations/Powers of entries apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.