



Position Title:
Traffic Management Officer

Classification: Education Support Officer
Level: 2 - Casual

1. Purpose of Position

The Traffic Management Officer due to the overall nature of the tasks will work independently from other college staff in the preparation, delivery of and post traffic management/control task actions. The Traffic Management Officer is to ensure that the overall tasks are conducted in a safe and effective manner. The Traffic Management Officer will assist college staff when they are conducting activities that involve traffic and the management/control thereof as required and ensure that at all times these actions comply with relevant Occupational Health and Safety regulations and the relevant Victorian Road Rules.

2. Organisational Relationships

2.1 This position is directly responsible to the Business Manager.

3. Key Accountabilities

- 3.1 Ensure all task related equipment's are available and maintained
- Sources equipment (includes replacement items) suitable for all facets of the overall task
 - Carries out basic maintenance on all equipment used in order to perform the overall task
 - Maintains good condition of all task associated equipment
 - De-commissions and isolates damaged or unsafe equipment
 - Conducts pre and post serviceability checks on all task associated equipment
 - Reports unserviceability's and deficiencies of task related equipment once identified
- 3.2 Prepares, conducts and supervises the overall traffic management/control tasks
- Ensures that a Traffic Guidance Scheme accompanied with a Safe Work Method Statement and Hazard/Risk Assessment are compiled and authorised prior to the commencement of the task
 - Ensures that the Traffic Guidance Scheme/design is appropriate for the volume of and types of traffic accessing the site
 - Ensures that all task equipment are correctly stored in accordance with OH&S guidelines
 - Inspects all equipment to ensure its serviceability prior to the commencement of traffic operations
 - Compiles and submits all Traffic Management Incident Reports to the Principals Assistant for action/information as required
 - Compiles and submits all OH&S reports and concerns to the Business Manager and College OH&S Advisor for action/information
 - In concert with the College OH&S Advisor review and if required amend all traffic operations tasks and procedures on a regular basis (minimum yearly)
- 3.3 Mounts and Dismounts the work site for and post traffic operations
- Mounting (set-up) and Dismounting (take down) of the traffic management/control site (**entry/exit ring road and surrounding pedestrian pathways only**)
 - Inspects all equipment to ensure its serviceability prior to and post the completion of daily traffic operations
 - Control all traffic regulations in accordance with Victorian Road Regulations
- 3.4 Maintain communications with teachers, the Business Manager and ground maintenance staff
- 3.5 Attends OH&S meetings when and if required
- 3.6 As directed by the Principal and/or the Business Manager, carry out any other duties deemed to be relevant to traffic operations at the college so long as they are within the realm of the members competence and training
- 3.7 Ensures that effective customer service and support is provided at all times when dealing with parents, students, staff, contractors and the general public
- 3.8 Work collaboratively with staff, students, contractors and families

4. Necessary Skills and Attributes

- 4.1 Demonstrates an understanding and acceptance of the Thomas Carr College Vision and Mission Statement and the values that underpin it
- 4.2 Demonstrates respect for and commitment to the educational philosophy of Thomas Carr College
- 4.3 Able to liaise effectively with staff, students, contractors, and the general public at all levels
- 4.4 Have a good level of verbal and written communications
- 4.5 Professionalism and confidentiality upheld at all times
- 4.6 Able to prioritise a range of tasks and manage time effectively to meet agreed deadlines
- 4.7 Demonstrates an ability and drive to comply with Thomas Carr College's standard processes and organisational policies
- 4.8 Ensures that effective customer service and support is provided at all times when dealing with parents, students, staff, contractors and the general public
- 4.9 Demonstrates professionalism, diplomacy and integrity at all times with committed support to the Principal, College Executive and other staff members in keeping with the College values.

5. Performance Measures in Accordance With – TCC Traffic Management Guidelines

- 5.1 Control the speed of vehicle traffic travelling on the Thomas Carr College entry/exit ring road during peak timings (0800-0900 1500-1600)
- 5.2 Control the flow of vehicle traffic into and out of the Drop Off / Pick Up Area
- 5.3 Segregate vehicle traffic and pedestrian traffic using the entry/exit ring road drop off/pick up area and the surrounding pedestrian pathways and crossing points during peak timings (0800-0900 1500-1600)

6. Key Selection Criteria

- 6.1 Essential
 - Has qualifications and experience in traffic management and traffic control
 - RIWHS205D - Control Traffic with a Stop Slow-Bat
 - RIWHS302D - Implement Traffic Management Plan
 - Has or is willing to attend a training course in
 - RIICWD503D - Prepare Work Zone Traffic Management Plan
 - Can demonstrate a high level of understanding of the positions responsibilities
 - Has a current Victorian driver's license
 - Able to gain and keep successful registration for a Working With Children Check (as an employee) and successfully passes a National Police Record History Check
 - An understanding of OH&S legislation and how it impacts on the work area
 - An understanding and working knowledge of Victorian Road Rules
- 6.2 Desirable
 - Has or is willing to apply for First Aid qualification (Level 2)
 - HLTF311A - Apply First Aid
 - 22101VIC - AED
 - HLTAID001 - CPR
 - Has training or is willing to attend training as a requirement of Worksafe
 - Experience in traffic management and control disciplines related to the nature of the position
 - Prior experience within a secondary school environment

7. Review

This position will be reviewed on an annual basis

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Signature: _____ Date: _____

Authorised by (Employer Representatives)

Sharon O'Neill, Business Manager Signature: _____ Date: _____

Dr Andrew Watson, Principal Signature: _____ Date: _____