

Position Description

Position Title	Traffic Signage Officer
Position Code	ENG013
Department	Engineering
Division	Works
Reports To	Supervisor Construction / Supervisor Maintenance
Direct Reports:	Nil
Position Classification	Operational Band 1, Level 4
Position Status	Full Time
Allowances	Level 1 - Adverse working conditions

SPECIAL CONDITIONS

Occasional ad-hoc hours may be required to fulfil the required duties of the position. Overtime will be paid in accordance with the Local Government (State) Award on these occasions.

Incumbents of these positions will have their supervisor and their nominated item of plant in which they specialise named at offer.

REPORTING STRUCTURE OF POSITION

Supervisor Construction / Supervisor Maintenance		
↓		
Plant Operator(s)	Traffic Signage Truck	Multi Skilled Field Operator(s)

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to operate Council's traffic facilities truck in an efficient and safe manner as required according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees. This position will undertake a range of administration and maintenance activities to ensure the item of plant is maintained according to Council guidelines and precedent. It requires a high level of autonomy and judgement including unplanned fixes to all traffic signs, road inspection support and other activities whilst on Council's network.

Areas of Delivery	Est. % of time spent
<i>Undertake and oversee specialised operation of operation of Council's traffic facilities truck, ensuring compliance with verified competencies, Council policy, relevant legislation, and Australian Standards, coordinating all traffic related works on Transport for NSW and Shire roads. Capture accurate data, and maintain the network physically and via council systems (such as Reflect and Metrics)</i>	30%
<i>Installing new and maintaining existing signage on Council's road network. Setout and install signage for road works in accordance with the Traffic Guidance Scheme (TGS), ensuring layouts are accurate, compliant, and appropriate to the site conditions and scope of works. Routine improvements and continuous monitoring of all signage for the shire.</i>	60%
<i>Administration, technology upskilling and maintenance activities including professional development and training</i>	10%

POSITION RESPONSIBILITIES

Traffic Facilities

Responsible for the technical management and strategic delivery of Council's traffic facilities program across both local and state road networks, including:

- Overseeing the safe and efficient operation of Council's traffic facilities truck, ensuring compliance with verified competencies, Council policy, relevant legislation, and Australian Standards.
- Coordinating and verifying all traffic-related works on Transport for NSW roads and Council managed roads, including accurate data entry and defect close-out in the electronic defect management system (e.g. Reflect, Metrics).
- Conducting vegetation and sightline inspections to ensure visibility of signage and road safety infrastructure across the Shire.
- Undertaking Dial Before You Dig enquiries and interpreting utility plans to identify underground services prior to excavation or installation works.
- Arranging for a hydrovac truck to safely expose underground services where required, in consultation with the supervisor, to ensure compliance with safety and utility protection requirements.
- Identifying and managing risks associated with overhead services, ensuring signage is not installed too close to overhead power lines and that all installations are carried out in a safe and compliant manner.
- Assessing intersections, roadside furniture, and surrounding infrastructure to determine the most appropriate and safe location for signage installation, avoiding conflicts with other signs, utilities, or visibility constraints.
- Installing multiple signs on shared or separate posts at intersections where required, ensuring layout, spacing, and orientation are consistent with AS 1742 and site-specific conditions.
- Managing the traffic signage program, including:
 - Installing signage for road works in accordance with the Traffic Guidance Scheme (TGS), ensuring layouts are accurate, compliant, and appropriate to the site conditions and scope of works.
 - Installing temporary or permanent signage to warn of traffic hazards such as potholes, washouts, or obstructions, and recording installation details and photographic evidence in the defect management system.
 - Proactively identifying missing or damaged signs and guideposts, documenting the correct size, wording, type, and configuration required, and ensuring the sign installation register is updated accurately.

- Maintaining and analysing the sign installation register to support asset management and capital works planning.
- Liaising with internal teams, contractors, and Transport for NSW personnel to ensure traffic facilities on the state road network are delivered in accordance with contract requirements, standards, and operational expectations.
- Completing all required documentation, both paper-based and digital, to meet Transport for NSW contract obligations, including work records, sign installation logs, photographic evidence, and compliance checklists.

GENERAL PLANT OPERATION DUTIES

- Operate Council plant in an efficient and safe manner as required according to verified competency, Council policy, relevant laws, standards and licencing requirements having regard to the safety of the public, road users and other employees;
- Undertake all plant operations and work consistent with plans and directions provided including shooting, set out and working to levels;
- Undertake road construction/maintenance activities, ensuring these are undertaken consistently, safely and ensuring quality work outcomes. These projects and tasks may include:
 - Re-sheeting of roads;
 - Road shoulder construction and maintenance;
 - Road stabilization;
 - Heavy patching;
 - Stormwater drainage and sewer infrastructure on new construction worksites including pits and sumps;
 - Culvert construction;
 - Culvert repair and maintenance;
 - Street Sweeping
 - Private works as directed.
- Ensure that stakeholders are compliant and risk is minimised in all interactions in regards to Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information;
- Undertake the completion of administration duties when required on site including:
 - Verify contractors have appropriate tickets and licences;
 - Ensure appropriate TCP's/TGS's are in place prior to the commencement of work as well as ensuring they are appropriately maintained during and after all construction and maintenance operations;
 - Ensure appropriate Road Occupancy Licences (ROL's) are in place prior to the commencement of work;
 - Completion of plant sheets prior to the commencement of work;
 - Completion of risk assessments prior to the commencement of work;
 - Ensure development and compliance with SWMS;
 - Lead tool box talks on worksites;
 - Undertake dial-before-you-dig on relevant worksites when required.

Responsible for the operation and daily maintenance and servicing for Council plant, equipment and infrastructure ensuring plant and equipment is maintained in accordance with manufacturers' specifications and Council's requirements. This includes but not limited to the completion of:

- Pre-starts;
 - Plant-sheets;
 - Greasing of equipment;
 - Check oil levels;
 - Cleaning and housekeeping;
 - Clean and maintain fleet vehicle;
 - Fuel trailer – Check and maintain levels;
- Assist with the maintenance of depot yard and facilities;
- Assume MS Field Operator or Urban Services Operator duties when not operating plant;
- Provide high level customer service answering enquiries from the public and report issues for further action where appropriate;
- Work independently ensuring that water and gravel loading work is undertaken in accordance with lone worker policy having regard to Council policies and associated WHS;
- Carry out emergency maintenance works, labouring duties and basic administrative and reporting procedures including reporting and registering accomplished work on mobile electronic devices;
- Undertake relief opportunities in various plant when opportunities arise to develop skill and undertake competency certification;
- Cooperate with team leader / supervisor / manager to ensure activities related to safety, quality and environmental protection requirements are carried out on a day to day basis.

Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to supervisor within reporting timelines.

- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies, procedures and Code of Conduct;
- Complete other duties as directed by the nominated supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Director Engineering	As required in relation to work carried out
Manager Works; Town Presentation and Facilities	Support, Guidance and Direction
Supervisor – Construction / Maintenance / Urban Services	Supervisor
Construction, Maintenance, Town Presentation Teams	Colleagues – working collaboratively with peers <i>*Does not apply to Street Sweeper and Footpath Operator</i>
Human Resources / WHS Teams	HR - enquiries, investigations, payroll, training IT – Assistance with mobile technology where required WHS – advice, incidents and investigations
Council Employees	Colleagues
External	
Business and Community Members	Enquiries and complaints
Authorities - NSW State Transport Authority (RMS), Surveillance Officers	To provide direction and oversight on Council's construction and maintenance duties
Contractors - Gravel and Water Trucks, Work Control, AAA, Forbes Scrap Metal	Undertaking duties in relation to construction and maintenance duties

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Foundational

PERSON SPECIFICATION

Essential

- Experience in rural and Transport for NSW roads across the Shire, with an understanding of TGS, legislation and standards.
- HR or HC Drivers Licence.
- Drivers Licence equivalent to level required to operate specified item of plant;
- Demonstrated experience and capability in the safe operations of the nominated item of plant various items of plant; and experience in maintenance activities on roads.
- Ability to use technology to complete forms, risk assessments, incident reports and online systems;
- Demonstrated experience and understanding of Chain of Responsibility (CoR) compliance on the Civil Construction and Local Government Environment;
- Able to work with minimum supervision using judgement and initiative;
- Ability to provide high level customer service to the community;
- Developed communication skills with the ability to effectively communicate with a diverse stakeholder group;
- Possess SafeWork General Construction Induction Card (White Card);
- Safework NSW – WHS Traffic Control Work:
 - Traffic Controller;
 - Implement.

Desirable

- Civil construction experience;
- Certificate III in Civil Construction;
- ARTC Rail Corridor Certification;
- GPS Experience;

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Various Trucks including regularly calibrated scales for CoR compliance fitted with UHF, pinpoint and hard wired safety lights;
- Man down pendant access for remote / isolation work;
- Traffic Facilities Truck including:
 - Chainsaw;
 - Hiab crane and auger;
 - Service locator tool (accessible from the Stores);
 - Cordless tools;
 - Welder.

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:	Date:
Plant Specialisation:	
Nominated Supervisor:	

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No