



Position Description

Employee Name:	
Position Title:	Traffic Controller
Business Area:	Operations
Reports to:	Operations Manager
State:	

Purpose of the position

“Work zone safety by design”

Prime Traffic Solutions is striving to be the 1st choice for traffic management by providing safe, efficient and well planned work zones. This is achieved through honest and personalised relationships with our staff and clients.

This position provides an important contribution to this mission by controlling traffic on and within the vicinity of construction work zones according to established procedures and policies to ensure a safe and efficient work site for all internal/external workers and the public.

Responsibilities and Tasks

WHS AND BEHAVIOUR

- Maintains a high level of safety awareness and follows Prime Traffic Solutions and client’s safety policy and procedures.
- Ensure high standard and emphasis on health and safety every day.
- All employees are to report to work consistently, punctually and in a fit state to undertake their duties.
- As both an employee and role model, ensures that one’s own behavior is consistent with the company values.
- Comply with all relevant statutory legislation including but not limited to Work Health and Safety Act, Equal Opportunity Act, Workplace Harassment and Bullying, all company policy and procedures and the company Management System processes.
- Drive in a courteous and safe manner and ensure adherence to the Road rules at all times.

TASKS

- Ensure all paperwork, PPE and vehicle requirements for your allocated job are met as per policies and procedures before departing depot.
- Implement Traffic Management devices as per the Traffic Management Plan and site specific requirements to comply with A.S. 1742.3 2009.
- Assist client as required in order to maintain a safe and efficient work site for the duration of the shift.
- Make sure all equipment is reloaded onto the vehicle as per procedure and is positioned in a tidy and safe manner.
- Ensure compliance to and maintain safe workplace practices in accordance with company WHS policies and the relevant WHS Act and industry codes of practice.
- On arrival back at the depot unload/reload vehicle if required.
- Ensure that all personal belongings are removed from the vehicle at the end of each shift.
- Maintain and store in a good condition all company equipment in a safe location and ensure equipment is returned as per procedures.
- Maintain company vehicles in a clean, tidy and safe condition and remove all rubbish at the end of each shift.

CLIENT LIAISON

- Liaise with the client on arrival at site to ensure the requirements needed are as per the traffic management plan.
- Do not negotiate or organise future traffic management arrangements. Forward all queries to the Operations Department.



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DOCUMENTATION

- Effectively and thoroughly complete all operational and safety documents (SWI, Pre Start Checks) before work commences.
- Document any required site alterations by signing, dating and providing the time of the change, to the Traffic Management Plan.
- Document any aftercare signage and/or equipment required to be left on site at completion of the job on the traffic management plan.
- Complete all daily paperwork including the Daily Job Records and get sign off from the client or client representative.
- Return all completed paperwork as per procedure.
- Complete and submit on time your timesheet on a weekly basis truthfully and without errors.

OTHER

- Completes other tasks as directed by the management team.
- Actively participate in training and attend required meetings and toolboxes.
- Utilise outside resources for enhancement of systems, comparative data, research and experience.
- Ensure all improvements and recommendations are in line with the company's core goals.
- Take a hands-on approach to safety, problem solving and organizational change through the identification and implementation of improved methods to complete tasks.
- Maintain all relevant licenses and qualifications required and ensure that at all times the employer has a copy of the current license and qualifications throughout the period of employment.

Relationships

Clients and the public – contribute to honest, personalized and positive relationships with clients, client representatives and the public.

Management and all other staff - contribute to honest, personalized and positive relationships by respecting others and communicating opportunities you notice for improving working conditions.

Skills and Experience

- Experience in a similar role and/or has experience in the civil or construction industry is desirable.
- Ability to read and comprehend instructions.
- Ability to write simple correspondence and draw basic plans of worksites.
- Ability to effectively present information to clients, supervisors/team leaders and senior management.
- Ability to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several situations.
- Be able to sustain working outside in various conditions.
- Ability to stand and walk for long periods of time.
- Ability to lift and/or move up to 25kgs.
- Strong commitment to best practice customer service and Work Health and Safety.

Qualification

- Traffic Control Ticket (Relevant to each State)
- White Card
- Apply First Aid.
- Drivers License.



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Key Performance Indicators

To perform the job successfully and at a high standard, you need to consistently achieve the below competencies.

- Demonstrate attention to detail in all aspects of work.
- Demonstrate accuracy and thoroughness.
- Consistently at work and on time; arrive at meetings on time.
- Follow instructions, respond to management direction; take responsibility for own actions. Ask for and offer help when needed.
- Write clearly and read and interpret written information.
- Prioritize work activities; use time efficiently.
- Observe and comply with safety and security procedures and policies; report potentially unsafe conditions; use equipment and materials correctly and with respect. .
- Follow company policies and procedures
- Complete administrative tasks correctly and on time.
- Treat people with respect; keep commitments; work with integrity and ethically; uphold and support organizational values.
- Identify and resolve problems in a timely manner; seek clarification on specific changes if required; work well in group problem solving situations.
- Manage difficult or emotional customer/public situations; respond promptly to customer needs; respond to requests for service and assistance.
- Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control.
- Speak clearly and persuasively in positive or negative situations; listen and gets clarification; respond well to questions.
- Balance team and individual responsibilities; exhibit objectivity and openness to others views; contribute to building a positive team spirit; put success of team above own interests.
- Display willingness to make decisions; include appropriate people in decision-making.
- Approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; follow through on commitments.
- Deal with frequent change, delays, or unexpected events; reacts well under pressure.

Signed by Employee: _____

Date: _____

Signed by Manager: _____

Date: _____