Team Leader Traffic Controller
POSITION DESCRIPTION



Position Number:	4045
Department:	Regional Services
Section:	Civil Operations
Unit:	Plant and Resources
Position Status:	Fixed Term Full Time
Classification:	Level 2 - Rockhampton Regional Council External Employees Certified Agreement 2022
Reports To:	Supervisor
Revised:	October 2025

General Position Statement

This position supports Council's direction by motivating and leading a team that is responsible for controlling traffic as per the Traffic Guidance Scheme for Council worksites in a safe and professional manner and in accordance with recognised standards.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide daily assistance to the Supervisor by coordinating and supervising the teams' activities.
- Lead and mentor the traffic control team and reporting to the supervisor when required.
- Ensure that work performed is in accordance with relevant construction plans, specifications and standards.
- Direct traffic in accordance with traffic management plans and relevant legislation, ensuring the safety of members of the public and crew members.
- Inspect traffic signs, barriers and devices to ensure clean, working order and report and document any damage.
- Undertake a pre inspection of sites to ensure site is safe and signs are erected in the correct locations.
- Read and carry out instructions and record applicable information including jobs undertaken.
- Monitor the performance and effectiveness of the implemented Traffic Guidance Scheme (TGS) and report any required modifications immediately.
- Undertake a range of labouring construction and maintenance tasks with general supervision when required.
- Follow all safety procedures on the job and report any defects, concerns or incidents to the supervisor immediately.
- Participate in planning, hazard identification and risk assessment of work activities.
- Comply with all policies, procedures and applicable statutory requirements.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Ability to lead, motivate and direct members of the team.
- Proven experience in civil infrastructure maintenance, traffic management principles and operational sites.
- Working knowledge of legislation, standards and guidelines associated with traffic management.
- Communication skills to develop and maintain effective working relationships with traffic internal and external stakeholders.
- An understanding of the requirements of civil construction and maintenance and the ability to undertake a range of labouring tasks associated with civil construction when required.
- A working knowledge of the requirements for small machinery and hand tool operation and maintenance, including two-way radios.
- Ability to read and carry out instructions and record applicable information.
- Excellent skills in safe work practices, including risk assessments and the ability to follow WH&S procedures and policies.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Ability to effectively operate Council's computer systems and technology including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite, mobile devices and tablets.

Qualifications

- Be a Queensland Accredited Traffic Controller and hold a valid Traffic Controller Industry Authority Card.
- Traffic Management Implementation.
- Hold a Construction Industry Induction (White Card).

Desirable Qualifications and Experience

- Certificate III in Civil Construction and/or equivalent demonstrated experience.
- Certificate of Competency to operate mobile plant.
- Ability to legally operate under a "HR" or higher class licence.
- First Aid Certificate.

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Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level **Operational Leadership**: *Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth.* **Further Information Appendix A**.

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 20kg, repetitive bending, kneeling, twisting and/or squatting.

Additional Requirements

- Ability to work in an outdoor environment.
- Ability to work on an 'on call' roster including after hours and weekends.
- Ability to legally operate a motor vehicle under a "C" Class Licence (minimum provisional).
- Ability to complete or willingness to learn to complete online training and electronic timesheets.
- Ability to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council's Occupational Risks and Immunisation Register
- The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

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Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level
Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	**Engage and Inspire our People**	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	**Manage People Performance**	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political and cultural awareness.
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	**Be Customer and Community Focused**	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	**Lead Change Effectively**	Manages the process of change to ensure successful implementation.
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	**Commit to Personal Growth and Learning Agility**	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.