

Traffic Controller

POSITION DESCRIPTION



Position Number:	4046, 4047, 4048
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:	Team Leader
Revised:	October 2025

General Position Statement

This position supports Council's direction by 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.

- 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.
- Load and unload signage and equipment onto vehicles safely and securely.
- 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

- 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 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 services 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.*

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.

Authorised By:	Manager
Signature:	
Date:	



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Employee Name:	
Employee Signature:	
Date:	