

Position Description

JOB TITLE:	Traffic Engineer (Graduate)
JOB TYPE:	Full time position
LOCATION:	Level 28, 459 Collins Street, Melbourne VIC 3000
SUPERVISOR/MANAGER:	Director / Senior Associate / Associate / Senior Traffic Engineer

Key Attributes:

- A desire to develop a rewarding career in the traffic and transport industry.
- Excellent oral and written communication skills.
- Excellent analytical skills.
- You will have excellent attention to detail and the ability to prioritise tasks and manage time effectively without direction.
- Well organised and able to meet deadlines.
- Well presented, confident and approachable with a reliable work ethic.
- An extremely proactive 'can-do' attitude.
- Ability to follow instructions.
- Be able to work autonomously and as part of the team.
- The capability to learn new skills, be flexible and adaptive.

Responsibilities & Duties:

- Assist with organising, undertaking and/or supervising traffic surveys / traffic data collection as required.
- Undertake site inspections to confirm existing conditions (e.g., measurements, photographs and observations).
- Undertake various types of traffic engineering/transport planning tasks including;
 - Assist with the development, design and analysis of all types of traffic and transport projects.
 - Assist with the development of traffic management plans and traffic guidance schemes.
 - Assist with analysis of traffic and parking data using spreadsheets, traffic signalling and SCATS data.
 - Traffic modelling using relevant software packages e.g., SIDRA Intersection.
 - Assist with the preparation of traffic engineering and transport planning reports, including traffic impact assessments and/or construction traffic management plan reports.

- Prepare plans and designs using Microstation/AutoCAD drafting software in accordance with Traffix Group's requirements (e.g., project setup, file management, folder management) and undertake AutoTurn swept path analysis.

Plans and designs may include Traffic Management Plans, bicycle and pedestrian facilities, road safety improvements and traffic signal plans.

- Use of reference documents (e.g., Planning Scheme, Australian Standards, Austroads Guides, VicRoads supplements) to determine appropriate standards and requirements.
- Ensure that all work is carried out in accordance with Health Safety & Environmental policies and procedures.
- Undertake various other tasks as directed by your manager.

Qualifications & Skills:

Qualifications

- Bachelor of Engineering (Civil) or relevant tertiary qualification.

Experience

- 0-2 years' experience, preferably in a similar industry or professional services environment.

Skills & Requirements

- Knowledge of Microsoft Office Suite of products (Word, Excel, Powerpoint, Outlook).
- Desirable to have exposure to one of AutoCAD, Microstation, SIDRA or other simulation models.
- Well developed interpersonal and communication skills.
- Ability to manage competing tasks and priorities.
- A current valid Australian driver's licence.
- Appropriate Australian Work Visa.

Performance Goals:

- Complete assigned tasks on time and to a high standard.
- Development of technical and communication skills.
- Ongoing development of good working relationships with clients during the delivery of projects.
- Develop effective working relationships with your team and other members of the business.
- Ensure compliance with all company policies and procedures.