

## Position Description

<b>JOB TITLE:</b>	Traffic Engineer
<b>EMPLOYMENT TYPE:</b>	Full time position
<b>LOCATION:</b>	Level 28, 459 Collins Street, Melbourne VIC 3000
<b>SUPERVISOR/MANAGER:</b>	Director / Senior Associate / Associate / Senior Traffic Engineer
<b>DATE:</b>	20 / 03 / 2026

### POSITION PURPOSE

This role contributes to the delivery of professional traffic and transport engineering services by providing high quality technical expertise, supporting project delivery, and ensuring compliance with company standards and regulatory requirements.

### KEY RESPONSIBILITIES

#### Technical

- Analysis of traffic and parking data using spreadsheets, SIDRA and other simulation models.
- Preparation of traffic impact assessments and construction traffic management plan reports.
- Preparation of schematic designs for road, intersection and parking layouts.
- Prepare plans and designs using Microstation CAD drafting software in accordance with Traffix Group's requirements (e.g., project setup, file management, folder management). Plans and designs to include Traffic Management Plans, bicycle and pedestrian facilities, road safety improvements and traffic signal plans.
- Undertaking various types of traffic engineering tasks in the following areas;
  - Development, design and analysis of all types of traffic and transport projects.
  - Development of traffic management plans and traffic guidance schemes.
  - Traffic modelling using relevant software packages e.g. SIDRA Intersection.
  - Road safety and accessibility audits.
  - Operation, analysis and design of traffic signals and SCATS.

- Complex transport surveys and analysis of transport data.
- Use of reference documents (e.g., Planning Scheme, Australian Standards, Austroads Guides, VicRoads supplements) to determine appropriate standards and requirements.
- Undertake AutoTurn swept path analysis.
- Undertake other associated technical tasks including data analysis, report writing and client liaison.

## **Project Delivery & Co-ordination**

- Preparing fee proposals for assigned projects.
- Preparation of traffic engineering and transport planning reports.
- Assist with organising, undertaking and/or supervising traffic surveys/ traffic data collection as required.
- Undertake site inspections as required, including work on weekends and after hours, if necessary, for the project.
- Undertaking/supervising traffic surveys as required.
- Undertake various other tasks as directed by your manager.
- Deliver projects in accordance with scope, budget, and timelines

## **Client & Stakeholder Liaison**

- Internal teams
- Clients - including attendance at meetings
- Contractors
- Regulatory authorities
- Community stakeholders

## **Compliance & Quality Assurance**

- Ensuring that all work is carried out in accordance with Traffix Group's Health Safety & Environment and Quality policies and procedures.
- Implementing Traffix Group's Integrated Management System (IMS) within your area of responsibility as a project manager or as directed by the project manager.
- Identify hazards and implement risk controls
- Apply environmentally responsible design practices

## Continuous Improvement

- Contribute to process improvement initiatives
- Share technical knowledge with team members

## **COMPLIANCE, SAFETY & RISK RESPONSIBILITIES**

- Workplace Health & Safety obligations
- Risk management responsibilities
- Environmental responsibilities
- Adherence to company IMS and relevant standards (e.g., ISO 9001, ISO 45001, ISO 14001)

## **PSYCHOSOCIAL SAFETY & WORKPLACE BEHAVIOUR**

- Promote respectful and inclusive behaviours
- Support safe workloads and realistic timeframes
- Report psychosocial hazards and workplace concerns e.g., bullying, excessive workload, fatigue, exposure to aggressive behaviour
- Contribute to a mentally healthy workplace

## **WORKING CONDITIONS**

- Office and site-based work
- Remote
- Travel to project sites as required
- Outdoor work and varying weather conditions

## **TOOLS, EQUIPMENT & SYSTEMS USED**

- Engineering & Design software
- Project management systems
- Field equipment

## **QUALIFICATIONS & EXPERIENCE**

- Bachelor of Engineering (Civil) or equivalent
- Professional industry association memberships

- 1-4 years' experience, preferably in a similar industry or professional services environment

## **PROFESSIONAL DEVELOPMENT**

- Participate in training and professional and technical development
- Stay current and industry best practice
- Knowledge sharing

## **SKILLS & COMPETENCIES**

### Technical Skills

- Moderate/Advanced knowledge of Microsoft Office Suite of products (Word, Excel, PowerPoint, Outlook)
- Moderate knowledge of Design software & tools such as AutoCAD, Microstation, SIDRA and other simulation models
- Data analysis / modelling
- Moderate knowledge of relevant legislation, technical standards, codes & guidelines
- An understanding of Traffic Engineering principles, procedures and practices and the ability to apply these to solve problems

### Core Competencies/Attributes

- Strong written and verbal communication skills
- Ongoing development of good working relationships with clients during the delivery of projects
- Team collaboration - Develop effective working relationships with your team and other members of the business
- The ability to apply sound judgement, professional traffic engineering and transport planning knowledge to all tasks to achieve project outcomes
- Problem solving & analytical thinking skills
- Time management & prioritization. An ability to manage competing tasks and priorities
- Complete assigned tasks on time and to a high standard

- Excellent report writing skills
- Well organised and able to meet deadlines
- Attention to detail
- Ability to follow instructions
- Be able to work autonomously and as part of the team
- Ongoing development of technical and communication skills
- An extremely positive 'can-do' attitude

### Other

- A current valid Australian driver's licence
- An appropriate Australian Work Visa

### **KEY PERFORMANCE INDICATORS (KPI'S) /SUCCESS MEASURES**

- Project delivery timelines
- Quality and accuracy of outputs
- Document control and record accuracy
- Client satisfaction and non-conformance reduction
- Budget & resource management
- Compliance with documented standards and procedures
- Adherence to safety procedures and hazard reporting





