

# CITY AND ENVIRONMENT DIRECTORATE (CED)

## POSITION DESCRIPTION

### POSITION DETAILS

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**Position title:** Temporary Traffic Management (TTM) Officer

**Business unit:** Works

**Location:** Fyshwick

**Classification:** General Service Officer 5/6 (GSO5/6)

**Reports to:** Temporary Traffic Management Leading Hand

**Position number:** P63950

**Date last reviewed:** 29/05/2026

**Division:** City Services

**Position requirements:** Refer compliance and qualification requirements

### DIRECTORATE OVERVIEW

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The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

### DIVISION OVERVIEW

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#### City Services Division

City Services (CS) delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, managing our roads, footpaths, and cycle paths. City Services also maintain many of Canberra's

lakes, ponds, public open spaces, city places and urban trees. The Division also manages ACT NoWaste.

## **BUSINESS UNIT OVERVIEW**

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Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights, and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

Roads ACT comprises of five teams that work closely together to deliver a variety of asset management activities.

- The Road and Path Network business unit looks after maintenance of traffic signals, traffic operations, the road resurfacing program, community path network and car parks.
- The Environment and Utilities business unit undertakes maintenance work on bridges, other structures, dams, streetlighting, stormwater harvesting and the stormwater drainage network.
- The Works business unit undertakes predominantly in-house work, providing a 24/7 incident response service, street sweeping, lines and signs, roadside furniture, road grading and asphalt.
- The Infrastructure Planning business unit develops the capital works program for new assets and looks after strategic asset management planning, infrastructure services planning and technical standards/specifications for infrastructure.
- The Business Support team provides the overall administration requirements of Roads ACT.

## **POSITION PURPOSE**

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This position is responsible for traffic control and temporary traffic management implementation to support Roads ACT crews that are undertaking hot asphalt works and other road maintenance activities near or on public roads, road verges and medians or pathways.

As these sites regularly require temporary traffic control for road users (i.e. pedestrian and vehicle), it is the responsibility of this role to maximise safety and minimise inconvenience for both workers and road and path users during maintenance activities.

Daily activities of this position include implementing temporary traffic management and undertaking traffic control requirements across various worksites and road environments in line with operational programs and tasks. This role will also assist in suggesting improvements in the traffic guidance schemes (TGS) and report suggestions to the site Supervisor and/or Works Manager.

## **DUTIES / RESPONSIBILITIES**

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Duties includes:

1. Direct and implement traffic in accordance with the authorised traffic guidance scheme and/or work program.

2. Participate in site safety risk assessments and follow identified controls and ensure all works are in accordance with safe work practices including safe work method statements and standard operating procedures.
3. Undertake the day-to-day operation of fleet, equipment, and machinery, including pre-start checks and basic maintenance applicable to the role.
4. Effectively use emails and utilise mobile devices to assist in daily tasks and keep effective records, including traffic incident reports.
5. Undertake other road maintenance activities as directed by the Works Supervisor.
6. This position does not involve direct supervision of staff.
7. This position will not be able to participate on the Roads ACT - Works call out.

## **SELECTION CRITERIA (CAPABILITIES)**

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Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated experience in temporary traffic management and implementation in accordance with traffic guidance schemes, TTM plans and safety legislation and best practices.
2. Demonstrated ability to follow site supervisor's directions and ability to work as part of a team.
3. A strong commitment to workplace health and safety and a sound understanding of the industrial work environment including the use of standard operating procedures (SOPs) and the ability to conduct risk assessments and take action to mitigate risk.
4. Sound communication skills (oral and written), negotiation and conflict resolution skills and the ability to liaise effectively with management, staff, and members of the public.
5. Demonstrated ability to use information technology in everyday work including mobile applications.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

## **COMPLIANCE REQUIREMENTS / QUALIFICATIONS**

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- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- Traffic Management qualifications and experience or Certification III in civil construction or Certification III in Government – **essential**.

- Traffic controller (TCR) – **essential** or ability to obtain within six months of appointment.
- Implement traffic control plans (IMP) – **essential** or ability to obtain within six months of appointment.
- CPCWHS1001 - Prepare to work safely in the construction industry – **essential**.
- 11084NAT - Course in Asbestos Awareness - **essential**.
- 10830NAT - Course in Crystalline Silica Exposure Prevention – **essential**.
- HLTAIDO11 – Provide First Aid – **essential** or ability to obtain within six months of appointment.
- Current driver's licence class C is essential, class MR (medium rigid) **essential** or ability to obtain within six months of appointment.
- Competent in mobile software applications on tablets and smartphones.
- Ability to work overtime and nightshifts as and when required.
- This position does require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

Applicants are made aware that the essential requirements to be obtained within the six-month period are a mandatory requirement to successfully complete the probation and to be appointed permanently to this position.

Roads ACT will support the successful applicant through the training requirements by organising up to two sessions at the cost to Roads ACT. Should additional attempts be required to obtain the applicable license/certificate in the six-month period, the costs to acquire these will be borne by the successful applicant.

To be eligible to progress beyond GSO5 pay increment 5.3 requires:

Attainment of a Certificate III in Civil Construction (Road Construction and Maintenance) or other equivalent relevant certification as approved by the Senior Manager, Roads ACT.

In the absence of Certificate II training providers, Roads ACT supports the attainment of Certificate III in Civil Construction (Road Construction and Maintenance) or other equivalent relevant certification as approved by the Senior Director, Works, Roads ACT. After successful completion of the minimum certificate III requirements, the pay increment can be increased beyond the GSO5.3 through an accelerated incremental advancement.

### **Behavioural Skills**

- Community/stakeholder relationships – working co-operatively with others and focusing on achieving the best results for our customers and the broader community.
- Communicates constructively – expresses thoughts and instructions clearly, directly, honestly, and with respect for others and for the work of the team.
- Flexible – open to different approaches, can easily adapt to different work environments and locations, can roll with the punches, open to trying something new.
- Demonstrated understanding and commitment to the CED Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice.

## **WORK ENVIRONMENT DESCRIPTION**

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The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

<b>ADMINISTRATIVE</b>	<b>FREQUENCY</b>
Telephone use	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Never
Standing for long periods	Frequently
Designated workstation <i>The position in an activity based work environment</i>	Never

<b>STANDARD HOURS</b>	<b>FREQUENCY</b>
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Frequently
Frequent paid overtime	Occasionally
Rostered shift work	Never

<b>SOCIAL DEMANDS</b>	<b>FREQUENCY</b>
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Occasionally

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Frequently
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently