

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Field Supervisor –
Traffic Management (TTM)
Coordinator

Classification: GSO7

Position number: P62001, several

Division: City Services

Business unit: Place Management

Location: 255 Canberra Avenue,
Fyshwick

Reports to: GSO9 Supervisor

Date last reviewed: 17/08/2026.

Position requirements: White Card,
Asbestos Awareness Card, Silica Card, C
Class Drivers license, RISS00055 (IMP &
TCR) - Traffic Management Implementer
qualifications.

DIRECTORATE OVERVIEW

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

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

City Presentation is a Branch within the City Places and Infrastructure Division and is responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for city rangers and the protection of trees on public and private land.

POSITION PURPOSE

This General Services Officer (GSO) Grade 7 position within Place Management is responsible for leading complex Temporary Traffic Management (TTM) implementation to support crews that are undertaking mowing and other maintenance activities (litter picking, cleaning, horticultural and weed control services) near public roads, road verges and medians, footpaths, cycle paths and in large urban open spaces.

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

Daily activities of this position include planning, programming, and implementing TTM requirements across various worksites in line with operational programs and tasks. This role will also identify areas of improvement for Place Management Traffic Management Plans (TMPs) and report them to the Operations Supervisor. This role will be required to assist in the implementation of agreed actions for improvement.

DUTIES / RESPONSIBILITIES

1. Coordinate daily deployment of TTM resources across multiple crews, leads the delivery of Temporary Traffic Management (TTM) implementation activities in alignment with regional works programs.
2. Work in conjunction with the Place Management operational crews in the delivery of works programs, including setting up, monitoring and closing down traffic control devices for their worksites.
3. Undertake site safety risk assessments and implement traffic control consistent with the approved Traffic Management Plans (TMP) and relevant TTM standards and work health and safety legislation.
4. Ensure all works are in accordance with safe work practices including safe work method statements and standard operating procedures.
5. Identify improvements to the current TMP's and present them for consideration.

6. Oversee the day-to-day operation of equipment and machinery, including pre-start checks and basic maintenance.
7. Effectively use emails and prepare basic reports as required and utilise mobile devices to assist in daily tasks.
8. Keep effective records, including traffic incident reports.
9. Consistently lead by example in delivering high quality customer service to the Canberra community.
10. Develop and maintain a positive, respectful work culture that ensures equity and inclusion for all employees.
11. Other duties as directed which may require the operating of plant on or alongside a road.
12. This position **does** involve direct supervision of *field-based* staff.

Behavioral Skills

- Delivering Results – prioritising workloads appropriately and establishing realistic timeframes to complete work; accountable for own work and the team’s performance and achievement of results.
- 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.
- Commitment – shows up on time, takes pride in personal presentation, the quality and productivity of work, and an active problem solver.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated experience planning, coordinating and implementing temporary traffic management activities across multiple worksites in accordance with approved traffic guidance schemes, TTM plans, safety legislation and practices.
2. Demonstrated leadership experience in leading team(s) of industrial staff to deliver compliant temporary traffic management procedures.
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), safe work method statements and the ability to conduct risk assessments and take action to mitigate risk.

4. Sound communication skills including the ability to use email, mobile devices and prepare basic reports and the proven ability to collaborate, communicate and negotiate effectively with team members, management, and customers.
5. 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.
 - This position requires a pre-employment medical.
 - This position does not require a Working with Vulnerable People Check.
 - Driver's license C is essential. A MR truck license is preferred and should be obtained within 12 months of employment.
 - RIIS00055 - Traffic Management Implementer, Traffic controller qualifications
 - Workplace Health and Safety Induction (White Card)
 - Competence in mobile software applications
 - Asbestos Awareness Card
 - Silica Awareness Card
 - PWZ - Prepare work zone traffic management plans qualification is desirable or should be obtained within 12 months of employment.
 - Operate truck or trailer mounted attenuators qualifications or willingness to obtain.
 - Certificate IV in Leadership and Management (or equivalent) or a willingness to obtain.
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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Leading Hand - Temporary Traffic Management (TTM) Coordinator (position number P62001/Variou) 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.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Never
Graphical/analytical based	Never
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
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	Never
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Occasionally

SOCIAL DEMANDS	FREQUENCY
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	Occasionally

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally

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	Never

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently