

WHITEHORSE CITY COUNCIL

Position description

Job title: Transport Engineer	
Classification: Band 6	Effective Date: October 2025
Reports to: Transport Co-ordinator	Tenure: Temporary Full Time (2 years)

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.



WHITEHORSE CITY COUNCIL

Position description

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position will undertake transport engineering tasks that promote safe, sustainable, active, accessible and convenient travel throughout the municipality.

Key Responsibilities

Position Specific Responsibilities

- Contribute to the development of a culture of quality, sustainability, industry best practice and customer focus across the Transport Team.
- Assist with the development of Council's Transport Strategies and other related strategies and policies.
- Provide advice to Council staff and external stakeholders on traffic and transport matters.
- Investigate traffic, transport and car parking matters and provide advice and responses to customer requests.
- Provide advice and support to traffic management and road safety investigations and parking investigations.
- Assist with the development of transport and traffic studies.
- Review and comment on Statutory and Strategic planning and Building referrals.
- Review and provide comments on Construction Management Plans.
- Assist with the administration of traffic survey and parking data collection, including arranging surveys with Council providers and entering data into Council's traffic survey database.
- Investigate and develop parking proposals to address traffic safety and parking amenity needs.
- Assist with the preparation of funding submissions and grants to the State Government and other authorities.
- Investigate and develop road safety improvement concept designs for Capital Works projects.
- Prepare mail merge documents for community consultation on parking proposals and traffic treatments proposals.
- Assess and provide comments on National Heavy Vehicle Regulator (NHVR) applications.
- Assess and provide comments on street party and filming applications.
- Assess and provide consent to temporary road closure applications and work zone permits.
- Attend to counter enquiries and phone calls directed to the Transport Team.
- Review vehicle crossing applications in conjunction with Council's Engineering Approvals Team.
- Preparation of Works Requests for parking and traffic signage, line-marking and other maintenance works.
- Provide transport planning advice and assistance on major planning permit applications, Major Council Projects and Masterplans.
- Prepare and deliver verbal and written presentations to internal and external stakeholders, including management, community representatives and businesses.

- Provide technical support and high level advocacy on a range of transport projects within our community, including the North East Link and Suburban Rail Project.
- Prepare reports and provide technical advice on relevant transport matters.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality. Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget

The position is required to support to the Transport Team in relation to procurement and invoicing.

Staff responsibility

This position has no direct staff responsibility however motivating, developing and mentoring of other Transport Engineers and Technical Officers is required. The position will manage external consultants and contractors to ensure successful project delivery.

Decision Making

The officer will be an experienced Transport Engineer that will make decisions based on their experience and knowledge and provide guidance to other Transport Engineers, Technical Officers and contractors, as required.

The position will be able to use their professional knowledge and skills to provide recommendations, reports and advice relating to transport projects, policies, and activities, with limited supervision. The position is also required to resolve complex problems by considering the political environment and providing well analysed recommendations.

Key Relationships

The position will liaise with the community, industry bodies, government agencies, contractors, consultants and a variety of Council staff, management and Councillors throughout the organisation.

Skills and Attributes

Qualifications and Experience

- Registered Professional Engineer (Civil) in Victoria (preferred).
- Bachelor of Civil Engineering or other relevant tertiary qualification with relevant work skills and experience.
- Relevant experience in the traffic and transport field within Local Government or a similar industry.
- A valid Victorian driver's licence.

Technology

- Proficient in computer skills on packages such as Word, Excel, PowerPoint, internet, GIS systems and email (Outlook).

Interpersonal

- Ability to write reports and correspondence regarding traffic and transport issues.
- Ability to manage a variety of complex tasks concurrently.
- Excellent written, verbal communication and presentation skills and the ability to gain cooperation and assistance from other Council staff, contractors, consultants, the community and other key stakeholders.
- Must be able to liaise effectively across departments to discuss and resolve specialist matters.
- Represent Council in a positive and professional manner.

Leadership/Management

- Ability to mentor and develop others in the Transport Team to further develop their skills and knowledge.
- Ability to manage own time to successfully complete projects with conflicting pressures and resources available within set timeframes.
- Ability to work independently with minimal supervision but also provide input within a team environment.
- Working knowledge of the political environment within local government.
- Demonstrated project management skills in the delivery of local government projects or similar projects.
- Experience and knowledge of the Local Government Act and other legislative requirements and frameworks.

- Proficiency in the application of traffic and transport management best practice to resolve issues and implement opportunities using a flexible approach to problem solving where applicable.
- The position includes inherent physical requirements. Please refer to the Physical Requirements Checklist for more information.
- The position may be required to attend out of hours meetings.

Key Selection Criteria

- Registered Professional Engineer (Civil) in Victoria (preferred).
- Bachelor of Civil Engineering or other relevant tertiary qualification with relevant work skills and experience.
- Relevant Local Government experience in the traffic and transport field within Local Government or a similar industry.
- Ability to motivate, develop and mentor Transport Engineers, Technical Officers and other staff to successfully complete projects and tasks within set timeframes.
- Excellent written, verbal communication and presentation skills.
- Demonstrated project management skills in the delivery of local government projects or similar projects.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency of task per day
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Performed sometimes
Hand/Arm Movement Tasks involve use of hand/arms		Performed sometimes
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Performed sometimes
Standing Tasks involve standing in an upright position		Performed sometimes
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Performed sometimes
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed sometimes
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Performed sometimes
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Performed sometimes
Keyboard Duties Tasks involve sitting at workstation and using computer.		Performed sometimes
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Performed sometimes