



SYDNEY TRAMWAY MUSEUM

POSITION DESCRIPTION FOR TRAFFIC MANAGER

~~FEBRUARY 2007~~ OCTOBER 2008

SYDNEY TRAMWAY MUSEUM

Position Description

Position title	Business Unit
Traffic Manager	Traffic Department

General

The Traffic Manager of STM has the responsibility and authority to ensure all appropriate rail safety standards and procedures, with regard to Traffic operations, are used and adhered to by all Traffic staff.

Main Responsibilities of the position

The main responsibilities and duties of this position are:

- the Safety of the Public shall be the first and most important duty;
- Chairs the Traffic meeting and produces minutes of such meetings;
- Be fully conversant with all the relevant rail safety standards and procedures that are applicable to Traffic operations;
- Prepares or organises someone else to prepare the Traffic Rosters;
- Communicates and liaise with the Rail Safety Manager, Operations Manager, Infrastructure Manager, ~~Technical Services~~ Tramcar Maintenance/Workshop Manager, Officers-in-charge, Roster Clerk and Traffic staff.
- The Traffic Manager, together with other members of the Training & Assessment Committee arranges the training and assessment of the Traffic staff.

Qualifications and Experience

Members :

- who have reached the age of 21;
- Good physical and psychological health in order to maintain vigilance when observing operations on the tram line;
- Good hearing and speech to communicate by various means;
- Good knowledge of the operations at the Sydney Tramway Museum;
- Who have an understanding of the principles and operations of the Museum's Safety Management System; and
- Preferably someone who has been on Traffic operations at least to the level of a Driver.

APPROVED		
	NAME	DATE	SIGNATURE