



SYDNEY TRAMWAY MUSEUM

POSITION DESCRIPTION FOR TRAFFIC MANAGER

MARCH 2016MAY 2020

SYDNEY TRAMWAY MUSEUM

Document Control Record

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Name: Position Description for Traffic Manager

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Archived

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2. Version History:

Version Number	Date	Reason/Comments
1.0	28/02/2007	Initial draft
1.1	18/10/2008	Changed the title of Technical Services Manager to Tramcar Maintenance/Workshop Manager
1.2	16/12/2010	Update the responsibilities
1.3	31/03/2016	Amended Distribution List format and document number
1.4	18/05/2020	Amended the Responsibilities and Experience.

Approved by **Signature & Date**

3. Distribution List

Position	Date	Location of Documents
Rail Safety Manager		Original held on GOOGLE secure Website
STM WEB SITE		Updated regularly and put onto the STM Web site.
STM Office		STM Office Computer
STM Office		STM Office cupboard

SYDNEY TRAMWAY MUSEUM

Position Description

Position title

Business Unit

Traffic Manager	Traffic Department
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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, 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; and
- ~~Chairs the Training & Assessment Committee meeting and produces minutes of such meetings;~~

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 an **OIC or Driver**.

APPROVED
	NAME DATE SIGNATURE