



TaurangaCity

Job description

Title	STMS Practicing – Mobile & Static
Group	Community Services
Division	City Operations
Reports to	Supervisor – Traffic Management
Direct reports	N/A but will oversee a work team on a daily basis
Date	April 2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- provide leadership & guidance to others
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to supervise and lead a team of traffic controllers/TMO's. The STMS will oversee and manage traffic control operations at various static and mobile work sites, ensuring the safe and efficient movement of both traffic and workers. The STMS is responsible for the planning, set-up, operation and ongoing adjustments of traffic control measures. STMS's must ensure that all work sites comply with New Zealand's road safety regulations at all times.

As a City Ops STMS, you must be deeply committed to safety—your own, your team's, and the public's.

At times, an STMS may provide support to other City Ops teams, this may include gardening, mowing, weed whacking, being flexible and collaborative so the entire City Ops team delivers what they need to.

- Core hours of operation are: 6am to 2.30pm Monday to Friday. You will be working a minimum of 40 hours per week, however flexibility is a must between 5am and 8pm as there is often work that falls out of the core hours. Weekend work may also be required.
- Vehicle (not for private use) and all tools and specialist plant will be provided.

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Key outcomes

<p>The STMS provides effective leadership to their team, ensuring a safe, engaged and productive workforce.</p>	<ul style="list-style-type: none"> • Take responsibility for the work site (both static and mobile) and the TMO team. Managing and coordinating traffic control measures, ensuring the safety of all parties. • Lead on-site job briefings to discuss and understand the risks involved with each piece of work, ensuring compliance with all regulations. • Maintain accurate documentation and records. • Support the team to guide traffic and pedestrians through traffic plans, ensuring an efficient flow of traffic. Communicating effectively with team members and the public. • Understands and questions TM Plans when unclear or has a suggestion for improvement. • Managing down-time of the TMO and other staff on site. • Co-ordinating with contractors or other teams on site when necessary. • Being adaptable and open to working for other City Ops teams if and when there are job cancellations (on the job training to be provided). • Deliver the set specifications as defined by the Supervisor. • Consistently use the team's technology system (app) to accurately track started and completed work including taking photos. • Be proactive with fault reporting e.g. broken signs, unsafe berms, potholes. • Complete all necessary Health and Safety procedures including daily job starts, vehicle checks and any other safety or compliance procedures asked of you. • Attend toolbox talks, team meetings and team events. • Understand TCC's road categories to ensure we meet our traffic management requirements.
<p>Traffic management operations follow best practice guidelines at all times, ensuring our people and the community are safe.</p>	<ul style="list-style-type: none"> • Track traffic conditions, adjust control plans as needed, and maintain records of operations, incidents, and changes. • Act quickly and efficiently in the event of incidents or accidents at the site, ensuring appropriate action is taken to minimize disruption and ensure safety. • Modify or adjust traffic management setups based on emergencies, accidents, or changes in the work environment. • Provide training and support to traffic controllers. • Conduct site inspections to ensure safe and efficient traffic management.
<p>The City Operations Team is always learning and improving.</p>	<ul style="list-style-type: none"> • Complete all relevant SOP's and guidelines. Speak up if you are unsure or feel unsafe. • Willingly attend training and development opportunities to upskill yourself on an ongoing basis.

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	<ul style="list-style-type: none"> • Actively listen and learn from Supervisor/ Team Leaders and your peers. • Share your expertise with others.
The STMS encourages a team culture that is positive, respectful, and focused on health & safety.	<ul style="list-style-type: none"> • Prioritize health and safety at all times (your own, our teams and the communities). Follow health and safety guidelines and always ask if you are unsure. • Wear appropriate personal protective equipment (PPE) at all times. • Show respect and care for others. • Use roads driver safety technology when driving TCC vehicles. • Possess a real customer focus. Understanding you are always in the public eye. • Do not come to work under the influence of drugs and/ or alcohol or other illegal substances. • Report wrongdoing or misconduct to a leader such as miss use of TCC assets, theft, or bullying. • Use common sense and do what is right for the community. • Show respect for TCC's assets, machinery, vehicles, fuel and plant. • Engage with the community/public in an appropriate way. Acting as an ambassador for TCC. • Communicate any issues or concerns with your leader as soon as possible.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

<ul style="list-style-type: none"> • Previous relevant experience of 2-3 years. • Ability to lead an effective and efficient team, motivating and influencing others to deliver to the plan. • STMS practicing qualifications. • Physically fit, on your feet all day. • Proven problem-solving ability, capable of working effectively in a high-pressure environment. • Working knowledge of CoPTTM (Code of Practice for all Temporary Traffic Management) and NZGTTM (New Zealand Guide to Temporary Traffic Management). • Effective communication skills. • Solid tech skills with the ability to use an iPad and mobile phone workflow apps (Field maps, Survey 123) and Health and Safety apps (Damstra/ Vault). • A track record in successfully implementing Health & Safety plans and procedures as well as driving a culture of speaking up. • Full clean Class 2 NZ driver's licence.
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- Flexible to work between 5am and 8pm Monday to Friday and potential weekend work when required.
- A flexible mindset as within this team there will be cross over with other City Ops teams e.g. Gardening, mowing, weed whacking.
- Honesty and integrity at all times.
- The ability to be a positive ambassador for TCC, interacting with all community members in a respectful and appropriate way.
- Please note as part of Tauranga City Councils commitment to health, safety and wellbeing, the successful candidate will need to pass a pre-employment medical and drug & alcohol screen and participate in random drug & alcohol testing.

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Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections