



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION
DEPARTMENT
JOB DESCRIPTION

POST TITLE: TRAFFIC ORDER OFFICER

Grade: PO5

DIVISION/SECTION: Street Scene and Waste

Location: Civic Centre

Responsible to: Head of Street Scene and Waste

Responsible for: Junior Team Members

Post number:

MAIN PURPOSE

1. The drafting and processing of all highway, planning, traffic regulation, car parking notices, Special Events Acts and orders, including all necessary advertising and consultations. To draft and process temporary traffic orders, including estimating/recording all associated costs, issuing invoices to, and ensuring that payments are received from, the outside contractors/bodies requiring a temporary order.
2. Setting up and maintaining progress report files on all orders and notices being processed and index of made orders, statutory instruments etc.
3. Manage and control the Traffic Order making process by prioritising workloads. Supervision and allocation of any temporary and support staff.
4. Making arrangements for any public enquiry, or meeting, or answering any queries that may arise as a result of publication of Notices.

5. To manage and develop junior members of the team, identifying training needs and provision of coaching to the council's high standards where appropriate.
6. The use of computer systems e.g. word processors, spreadsheet and databases, to facilitate the functions of this post. Keep up-to-date on new technology related to the responsibilities of the post.
7. Dealing with and replying to correspondence and telephone or personal enquiries concerning all the traffic order processes. Attending internal/external meetings with the public, resident's organisations etc and providing relevant legal advice.
8. Preparing legal documents for the implementation of Controlled Parking places, Waiting and Loading Restrictions, Bus Clearways, Free Parking Places Pay and Display. Duties include liaising with other Local Governments departments, providing legal advice to implement measures and draft documents. To be aware of the overall programme of project and scheme works undertaken by the Parking, Transport Planning, and Traffic and Highways departments.
9. Undertaking site work to clarify traffic measures required ensuring existing and proposed measures are compatible. Making recommendations to engineers where conflicting measures are identified. Attending site meetings with engineers, police, buses, contractor's etc. for temporary works.
10. Provision of a legal advisory service to the Greater London Authority to make Traffic Management Orders on their behalf. Checking validity of their legal documents and parity with plans submitted on side roads. Amending any existing schemes as necessary to compliment GLA proposals. Provide statistics to the GLA and other departments of the council on parking types of bays, lengths of restrictions etc. number of Orders made. Provide schedules of Controlled Parking Zones for on-street operatives.
11. Provide information for submission to the Ombudsman on traffic schemes.
12. Dealing with elected Council representatives, the public and other organisations on proposed schemes going through the legal process. Dealing with disabled parking enquiries, liaising with contractors for erection or removal of signs, carriageway markings. Carry out on-site surveys and display street notices where required.
13. Recommending appropriate signing and carriageway markings to compliment or reflect Traffic Management Orders in accordance with Traffic Signs Regulations and General Directions 1994. Arranging for removal of illegal carriageway markings or signs erroneously erected

following the making of any Traffic Management Order. Arranging traffic signing, coning of roads with the project officer for special events, firework displays etc. in conjunction with legal notices.

14. Dealing with Penalty charge Notice enquiries providing relevant information of on-site restrictions/signing at a particular site and date. Consider whether legal Articles need adjustment following parking adjudication. Provide prompt information following enquiries from the adjudicator.
15. Keeping up to date with all current technical, transport policy and legal literature and works. Liaising with the London Gazette and the local Guardian to publish notices.
16. Liaising with the Enforcement Office on all areas of enforcement. Dealing with the highway section following resurfacing works providing plans for documentation to enable the highways section to reinstate on-site restrictions.
17. To provide support to the Manager in reviewing procedures in response to changing work priorities, new legislation and Best Value and to keep him/her informed of progress.
18. To take a lead in special projects such as works to consolidate Orders, or reviews of existing schemes.
19. To undertake any other duties appropriate to the grading of the post as required.