



# **CONSTRUCTION INDUSTRY COMPETENCY STANDARD (CICS)**

## **CONSTRUCTION TRAFFIC MANAGEMENT OFFICER**

Code : CTM4

Description : Qualification & certification, occupational definition, job profile, competency profile

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CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)



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Code : CTM4



LEMBAGA PEMBANGUNAN INDUSTRI PEMBINAAN MALAYSIA

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**Message from Chief Executive**

**Chief Executive of CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)  
MALAYSIA**

Chief Executive  
Construction Industry Development Board (CIDB)  
Malaysia



## **Message from Sector Head of Construction Personnel**

Sector Head  
Construction Personnel Sector  
Construction Industry Development Board (CIDB)  
Malaysia

## Foreword

This Expert Panel was initiated and formed by CIDB Malaysia. The purpose of having this Expert Panel is to develop the Construction Industry Competency Standard (CICS) for CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (CTMO) leading towards the Certification of *CTMO*.

The CICS was developed in collaboration with the relevant agencies of the Malaysian government and the private sector's expertise in traffic management with the goal to formulate basic competency requirements and guidelines of a CTMO. This standard can also be used as a reference for training programmes, develop instructional materials and perform skills assessment for this position.

For comments and feedback, please channel to [www.cidb.gov.my](http://www.cidb.gov.my)

## **1.0 Introduction**

### **1.1 Development of Construction Industry Competency Standard (CICS)**

CIDB Malaysia develops the CICS for the purpose of specifying minimum level of personnel competency in the construction industry.

The use of CICS is multi fold. It can be used to formulate training programmes, develop instructional materials and assess personnel competency.

Experts from both the public and private sectors are invited to provide inputs for the development of CICS to ensure that it caters for the ever changing needs of the construction industry.

#### **1.1.1 Definition of CICS**

CICS is defined as a specification of competencies expected of a personnel who has gainfully been employed in Malaysia for an occupational area required by construction industry

#### **1.1.2 Components of CICS**

The CICS comprises of two major components. The first component is the Job Profile Chart while the second is the Competency Profile chart.

#### **1.1.3 Job Profile**

Job Profile chart consists of all the duties and tasks required to be performed by the personnel assigned to undertake the role of a CTMO

The Job Profile was produced through a facilitated brainstorming session, which involves personnel who are expert in a particular occupation. This session is also known as the “Job Analysis”. In the analysis, the duties and tasks are determined and obtained through the consensus of the Expert Panels. The duties and tasks are shown in the Job Profile Chart.

#### **1.1.4 Competency Profile**

Competency Profile comprises the works functions, knowledge, skills, aptitude and attitudes needed to accomplish the tasks.

The Expert Panel discuss, deliberated and formulate the “Competency Analysis” and establishes the Competency Profile.

## **1.2 Introduction to Construction Traffic Management Officer (CTMO).**

*Whenever work is done on or near the roadway, drivers are faced with changing and unexpected traffic conditions. These changes may be hazardous for motorists, workers, and pedestrians unless protective measures are taken. Motorists may not be able to differentiate between the various types of construction sites and the unexpected dangers in the work zone areas.*

*Hence, proper traffic control measures and safety considerations are required for all types of work both on major long term projects or those of short duration. Thus the need for a competent person to manage the traffic to ensure safety to motorists and workers at work zones. The TMO being a representative of the contractor is an important member of the site team. His role and responsibility shall reflect the role of the contractor as per the contract and also in compliance with all statutory laws and guidelines.*

*As per P.W.D. FORM 203A (Rev. 2007) clause 9.0 on REPRESENTATIONS, WARRANTIES AND UNDERTAKINGS OF THE CONTRACTOR,*

*The Contractor hereby represents and warrants to the Government that, it is a corporation validly existing under the laws of Malaysia. the Contractor has obtained a valid registration with the Construction Industry Development Board, it has the corporate power to enter into and perform its obligations under this Contract and to carry out the transactions and to carry on its business as contemplated by this Contract, it has taken all necessary corporate actions to authorize the entry into and performance of this Contract and to carry out the transactions contemplated by this Contract, as at the execution date, neither the execution nor performance by it of this Contract nor any transactions contemplated by this Contract will violate in any respect any provision of its Memorandum and Articles of Association, or any other document or agreement which is binding upon it or its asset, no litigation, arbitration, tax claim, dispute or administrative proceeding is presently current or pending or, to its knowledge, threatened, which is likely to have a material adverse effect upon it or its ability to perform its financial or other obligations under this Contract, this Contract constitutes a legal, valid and binding obligation of the Contractor and is enforceable in accordance with its terms and conditions; it has necessary financial and technical capability to undertake the Works, and the Contractor acknowledges that the Government has entered into this Contract in reliance on its representations and warranties as aforesaid .*

*As per clause 9.2” **Undertakings of the Contractor**”, the Contractor undertakes that it shall comply with all requirements, statutory or otherwise, regulating or relating to the conduct, trade, business or profession of a contractor, and the Contractor shall be fully and solely liable for all costs incurred thereby, it shall pay all taxes that may be imposed on the profits made in respect of this Contract in accordance with the applicable laws, it shall ensure that all his employees, including non-Malaysian personnel, comply with all relevant laws to which they are subject to including payment of income tax, which in respect thereto the Contractor shall make such deductions from the salaries of his employees as may be lawfully imposed by the relevant authority.*

*As per item (c) of PWD 203A, "Contractor" means the person or persons, sole proprietor, partnership, firm or company whose tender for the Works has been accepted and who has or*

have signed this Contract Contractor's personal representatives, executors, administrators, servant and agent;

As per item (p), "Works" means the works specified in the Contract documents and shall include temporary works

As per item (a), the terms "approved or approval" and "directed or direction" wherever used in this Contract shall be in writing..

As per Clause 10.1 "OBLIGATIONS OF THE CONTRACTOR" ,

the Contractor shall construct, complete, test and commission the Works in accordance with the Contract, perform in a proper manner and in accordance with good management practice and to the best advantage of the Government, take all appropriate measures expected of a contractor providing similar works to ensure that the Works comply with the requirements of this Contract, perform the Works and discharge its obligations as contained in this Contract by exercising professional- judgment and practice, requisite skill, care and diligence, the Contractor shall provide well-outlined procedures in the form agreed by the Government for reporting and co-ordination purposes, at all times perform the Works in such manner as will always safeguard and protect the Government's interest in relation to. the Works and take all necessary and proper steps to prevent abuse or uneconomical use of facilities, if any, made available by the Government to the Contractor, inform the Government immediately in writing of the occurrence of any factor or event, which is likely to affect the Works, such notification shall not be construed as a discharge of any of the Contractor's obligations under this Contract, provide and maintain throughout the Contract period such number, categories of qualified and competent personnel necessary to perform the Works, provide and maintain at its own cost and expense all equipment and materials necessary for the proper and effective performance of the Works, instruct and supervise its staffs and sub-contractor in carrying out the Works' repairs and other works in relation to the Works, carry out any other obligations and responsibilities under this Contract. m make good any defect, imperfection, shrinkage or any other fault whatsoever which may appear during the Defects Liability Period.

As per clause 21.0 "COMPLIANCE WITH THE LAW" sub clause 21.1, the Contractor shall comply in all respects (including the giving of all notices and the paying of all fees required) with any law, regulation or by-law, or any order or directive issued by any public authority or public service company (hereinafter referred to as "Statutory Requirements"), relating to the Works or, in the case of public authority or public service company, with those systems the same area or will be connected. The Contractor shall submit to the S.O. all approvals received by the Contractor in connection therein, shall keep the Government indemnified against all penalties and liability of every kind for breach of any such Statutory Requirements., Sub clause 21.2.

If after the Date of Tender (as specified in Appendix) there is any change or amendment in any written law, regulations and by-laws which necessitates any variation to the Works, the Contractor shall, before making such variation, give to the S.O. a written notice specifying and giving the reason for such variation and apply for the S.O.'s instruction in respect of the matter.

As per clause 45.0 "INVESTIGATION BY THE GOVERNMENT AND OTHER PERSONS IN CASE OF ACCIDENT, FAILURE OR OTHER EVENT" ,

where the Government, its employee or any person or body appointed or authorised by it carries out any investigation in relation to any accident, failure or other event which has occurred to, in or in connection with the Works or any part thereof for the purpose of determining the cause or reason for the said accident, failure or event, the Contractor shall render all such necessary assistance and facilities as may be required by the Government, its employee or such person or body, including the giving of access to all specifications, designs, records and other available information relating to the Works.

As per clause 58.0 on "**SITE AGENT AND ASSISTANTS**" , unless otherwise provided elsewhere in this Contract, the Contractor shall keep constantly on the Site a competent, efficient, suitably qualified, experienced and good character site agent and his assistants in each trade as may be necessary who must be capable of receiving instructions in Bahasa Malaysia, and in default it shall be the responsibility of the Contractor to provide replacement for them and all wages and other expenses in connection with the employment of such replacement site agent and assistants.

Any directions, explanations or instructions given to such site agent by the S.O. shall be deemed to have been given to the Contractor under this Contract.

As per clause 76.0 "GENERAL DUTIES AND PERFORMANCE STANDARD" sub clause 76.1 on industry Practice, the Contractor shall provide and perform the Works in a proper manner in accordance with good management and best industry practice and to the best advantage of the Government and shall comply with all law, statutes and any guidelines or direction issued by the Government to the contractor from time to time.

Sub clause 76.2 on competency, the Contractor shall provide and perform its obligations under this Contract and take all appropriate measures expected of a competent company using due care and skills of a professional person providing similar service or works to ensure that the Works comply with the terms and conditions of this Contract.

As per JKR's specification JKR 20800-0183-14 clause 14.1.3 Contractor's organisation chart , the Contractor shall submit to the S.O. the organisation chart of his project team showing the personnel involved, their designations and relationship including their roles and responsibilities.

As per Clause 26, "**Control Of Workmen, Plant And Machinery At Site**", sub clause 26.1, the Contractor shall be responsible for controlling all persons under his employment

and those employed by his sub-contractors, merchants and haulers at the work site and shall take all necessary precautions to prevent damage and nuisance of any kind and

shall indemnify the Government against any claim arising therefrom, sub clause 26.2, the Contractor shall ensure, so far as is practicable, the safety, health and welfare at work of all his workmen including:

- (i) The provision and maintenance of plant and system of work that is safe and without risks to health;
- (ii) Ensuring safety and absence of risks to health in connection with the use or

operation, handling, storage and transport of plant and substances;

(iii) The provision for such information, instruction, training and supervision as is necessary to ensure the safety and health at work of his workmen;

(iv) The maintenance of place of work condition, the provision and maintenance of the means of access to and egress from place of work that are safe and without risks

(v) The provision and maintenance of a working environment for his workmen that is safe, without risks to health, and adequate as regards facilities for their welfare at work; (vi) Ensuring all workmen have a valid CIDB Green Cards before entering the construction site.

**As per APPENDIX A/1** 2. Construction Industry Development Board Act, 1994 ,. Guidelines For Hazard Identification, Risk Assessment And Risk Control, 2008, DOSH, Guidelines for Public Safety and Health at Construction Sites, 2007, DOSH, Local Government Act, 1976, Occupational Safety and Health Act (OSHA), 1994 and Regulations under the Act, Street, Drainage and Building Act, 1974 , Street, Drainage and Building Act, 1974: Act 133 and Amendment, 1978, Town and Country Planning Act 1976, (Act 172), Uniform Building By-Law (UBBL), 1984

As per APPENDIX A/5 “**REQUIREMENTS OF SAFETY AND HEALTH PLAN (S-PLAN)**”. project Introduction and Scope of Works associated with OSH, contractor’s authorised and updated OSH Policy, contractor’s organisation chart and safety and Health committee (SHC) chart which shall describing the staff involved including list of duties and responsibilities, communication, consultation and Involvement of each member of the contractor’s project team, including their relationship, interfacing and cooperation of workmen for successful implementation of the project, the planning shall taking account control of any OSH related complaints, advice, OSH programmes and awareness, SHC meeting’s schedule, and solving OSH related issues, contractor’s authorised updated compliance list on OSH Legislation and Other related requirements, list of prohibited foods and drinks including drugs and medicines, list of personal protective equipment at works, schedule of OSH trainings and programmes to all workmen including sub-contractor, emergency response plan, safe work system on temporary electricity installation Works, safe operational procedures, format of incident investigation report , format of daily reporting on Incident Statistic, chemical safety data sheets or material safety data Sheets, health precaution on workmen, medical report (Health Surveillance), noise prevention, sanitation for workmen, safety signage and traffic control and hazard identification, risk assessment and risk control (HIRARC);

As per JKR 20800-0183-14 specification, “**APPENDIX A/6**” on “**REQUIREMENTS OF SAFETY AND HEALTH REPORT**”, related OSH programme, incident statistic from daily notification of any accidents, near misses, lost time injuries, death and ill-health with actions taken; in accordance with OSH (Notification of Accident, dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004,

the Contractor shall be held solely responsible for all incidents arising from any negligence in this respect, related OSH issues on complaints, non-compliance, damages and actions taken, status on S-Plan and HIRARC, list of workmen permit,

CIDB Green Card, tools and machineries, and Traffic and other related safety control.

**As per SECTION P,” ROADS AND HARDSTANDING”, JKR 20800-0183-14 Item 6,” On Road Furniture”,** sub clause 6.2 traffic Signs, the supply and method of installation of traffic signs shall be in accordance with JKR Specification No. JKR/SPJ/1988, section 6, sub-section 6.2 or the latest edition published by JKR.,sub clause 6.3 Road Markings, the supply and application of road markings shall be in accordance with JKR Specification No. JKR/SPJ/2012-S6, section 6, sub-section 6.3 or the latest edition published by JKR

A new manual Arahan Teknik (Jalan) 2C/85 (Pindaan 2016), hereinafter called ATJ 2C/85 (Pindaan 2017) Manual on Traffic Control Devices: Temporary Signs and Work Zones Control JKR 20400-0205-17 shall be adhered.As per ATJ 2C/85 (Pindaan 2017) clause 3.4.5 on the “Responsibilities of the Traffic Management Officer (TMO)”,the TMO is the Contractor’s representative responsible for all matters related to the traffic management, safety of the travelling public and construction workers within the limits of the construction works / Contract, he supervises both the traffic management team ( TMT) and emergency response team( ERT).

The TMO , thus being the contractors representative, shall manage and given the responsibility of providing safe and convenient travelling conditions for road users and safe working environment for personnel and plants under their control.,ensure that the personnel under their control are and should at all times be courteous to the travelling public, ensure that personnel should not allow themselves to be provoked by members of the public and,by exercising restraint so that their position both then and at any subsequent enquiry or legal proceedings if ever it arises,ensure that the traffic controllers assigned to direct traffic or personnel employed to place, maintain and remove signs and devices,are well-trained and fully aware of their duties and responsibilities and to act in accordance with the provisions and directives of, this guideline and all the relevant acts.

The TMO is to provide evidence to the S.O. that he has the necessary skills and qualification as stipulated in the Contract.The duties of the TMO includes and not limited to proposing the traffic control plans (TCPs) for localized traffic management plan during construction, monitoring the placements and removals of the traffic control devices, monitoring the operations of the traffic control devices equipment, maintain the effectiveness of the traffic control plans , analyzing the occurrences of road accidents within the work zones, preparing and displaying up-to-date TCP for inspection and audit,preparing the tri-monthly traffic management safety report (TMSR), prepare and propose emergency response plan (ERP) that shall include all contingencies that can affect the smooth flow of traffic at the approach to and within the construction site (e.g. floods, landslides, stalled vehicles, major sporting events, etc.), oversee the performance and effectiveness of the ERT, . which includes 24-hour patrol, liaison with PDRM, and local authorities, give special attention to abnormal traffic operations such as contra flow, bridge diversion, et, to ensure all permits given by the local authority(s) is valid, developing standard operating procedures (S.O.P.) and prepare and maintaining daily records



## 2.0 Scope

This standard stipulates requirements for the qualification and accreditation of Construction Traffic Management Officer (CTMO) in the construction industry.

The accreditation shall provide recognition of the qualifications and competence of this job function in the industry.

## 3.0 Abbreviation

The following are the abbreviations used throughout this document:

ATJ	: <i>Arahan Teknik Jalan</i>
ADT	Average Daily Traffic
ARE	Assistant Resident Engineer
BQ	: Bill of Quantity
CIDB	: Construction Industry Development Board
CICS	: Construction Industry Competency Standard
CPM	: Construction Project Manager
CP	Competent person
C.P.M.	Critical path method
CSR	: Corporate Social Responsibility
CTM	: Construction Traffic Management
CTMO	: Construction Traffic Management Officer
TMP	: Traffic Management Plan
TCP	: Construction Traffic control plan
CTMS	: Construction Traffic Management Supervisor
CTMSR	: Construction Traffic Management Safety Report
ERP	: Emergency Response Plan
ERT	: Emergency Response Team
Grad. Engr.	Graduate engineer
HIRARC	: Hazard Identification , Risk Assessment and Risk Control
HOD	: Head of Department
IOW	Inspector of works
ITP	: Inspection and Test Plan
JKR	Jabatan Kerja Raya
JHA	: Job Hazard Analysis
LOS	Level of service
MOS	: Method of Statement

OSH	:	Occupational Safety and Health
PWD		Public works department
PE		Professional Engineer
PEPC		Professional Engineer with practicing certificate
PPE	:	Personal Protection Equipment
RE		Resident engineer
ROW	:	Right of Way
RSA	:	Road Safety Audit
SWP	:	Safe Work Procedure
SOP		Standard Operating procedure
SO		Superintending officer
SER		Site engineer ( roads)
SOI		Superintending officer's instruction
SS		Site supervisor
SI.		Site instruction
TCD	:	Traffic Control Device
TMT	:	Traffic Management Team
TIA	:	Traffic Impact Assessment
VO		Variation order
8M		<i>Resources</i>
WBS	:	Work Breakdown Structure
PWD 203A		Contract conditions
JKR 20800-0183-14		JKR standard specification 2014
ATJ 2A/85 (Pindaan 2017)		Latest JKR guideline for – Standard Traffic Signs
ATJ 2B/85		Latest JKR guideline for – Traffic Sign Application
ATJ 2C/85		Latest JKR guideline for – Temporary Signs and Work Zones Control.
ATJ 2D/85		Latest JKR guideline for – Road Markings and Delineation.
ATJ 2E/87		Latest JKR guideline for – Guide Signs Design and Application
DOSH		Department of safety and health
RTA		Road and transport act
PDRM		Polis Diraja Malaysia( MP)
BOMBA		Fire services separtment

## 4.0 Terms and Definition

For the purpose of this CICS, the following terms and definitions apply.

### 4.1 Accreditation

A procedure by which the Lembaga, or any person authorised by it, gives formal recognition that a body or person is competent to carry out a specific task relating to the construction industry.

### 4.2 Applicant

Individual who is seeking certification in accordance with this CICS.

### 4.3 Certificate

A written testimony of competency.

### 4.4 Certification

A procedure by which the Lembaga, or any person authorised by it, gives written assurance that a process, practice or service conforms with specified requirements.

### 4.5 Certification Body

An organisation that awards credentials to individuals meeting specific competency requirements of Construction Traffic Management Officer.

### 4.6 Construction Works

As defined in Act 520 LEMBAGA PEMBANGUNAN INDUSTRI PEMBINAAN MALAYSIA 1994, construction works refers to the construction, extension, installation, repair, maintenance, renewal, removal, renovation, alteration, dismantling, or demolition of –

- a. Any building, erection, edifice, structure, wall, fence or chimney, whether constructed wholly or partly above or below ground level;
- b. Any road, harbour works, railway, cableway, canal or aerodrome;
- c. Any drainage, irrigation or river control works;
- d. Any electrical, mechanical, water, gas, petrochemical or telecommunication works; or
- e. Any bridge, viaduct, dam, reservoir, earthworks, pipeline, sewer, aqueduct, culvert, drive, shaft, tunnel or reclamation works,

And includes –

- (A) Any works which form an important and integral part of or are preparatory to or temporary for the works described in paragraphs (a) to (e), including site clearance, soil investigation and improvement, earth-moving, excavation, laying of foundation, site restoration and landscaping; or
- (B) Procurement of construction materials, equipment or workers, necessarily required for any work described in paragraphs (a) to (e).

#### **4.7 Construction Industry**

The industry related to construction works, including design, manufacturing, technology, material and workmanship and services for purposes of construction.

#### **4.8 Competency**

Combination of knowledge and experience, skills and attitude a person has and his ability to perform a task successfully and efficiently.

#### **4.9 Emergency Response Plan**

Emergency Response Plan (ERP) involves directing vehicular and pedestrian traffic around a construction zone, accident or other road disruption, thus ensuring the safety of emergency response teams, construction workers and the general public. This plan should identify the potential for accidents and emergency situations, and address the prevention of occupational safety and health risk associated with them.

The plan should be made according to the size and nature of activity based on relevant international standard. It should ensure that the necessary information, internal communication and Coordination are provided to protect all people in the event of an emergency at the worksite, provide information and communication with the relevant authorities and the neighbourhood and the emergency response services, address first aid, fire fighting and evacuation at construction sites and provide relevant information and training to all members of the organization, at all levels, including regular exercise in emergency response and details of the plan showing “alternative routes”.

#### 4.10 Traffic Management Plan (TMP)

'Construction Traffic Management Plan' refers to a compiled document consisting of Method statement of traffic management, work programme, traffic Control Plan, organization chart etc all as per JKR's ATJ. 2017.

#### 4.11 Traffic Management Control Plan (TMCP)

'Construction Traffic management Control Plan' refers to the detailed drawing that shows the placement of traffic control devices according to the construction sequence and as per JKR's ATJ 2017.

#### 4.12 Method of Statement (M.O.S.)

A document that details the way a work task or process is to be *implemented and completed based on approved construction drawings and specification. The work breakdown structure (WBS) is adopted for formulating the M.O.S.*

The method statement outlines the hazards involved and includes a step by step *procedure* on how to perform the job safely.

#### 4.13 Resources

A stock or supply of money, material, manpower, machineries, methodology, management, maintenance and marketing (procurement) that can be drawn on by a person or organisation in order to function effectively.

#### 4.14 Stakeholder Management

The systematic identification, analysis, planning and implementation of actions designed to engage with stakeholders. Stakeholder management is a set of techniques that harness the positive influences and minimises the effect of the negative influences. It comprises four main steps, which are identifying stakeholders, assessing their interest and influence, developing communication management plan and engaging and influencing stakeholders.

#### 4.15 Work Zone

The Work Zone is the distance between the first advance warning sign and the point

beyond the termination area where traffic is no longer affected. A typical Work Zone should have an advance warning area, transition area, buffer area, work area and a termination Area

## 5.0 Occupational Structure

SECTOR	BUILDING & <i>CIVIL ENGINEERING</i> CONSTRUCTION	
SUB SECTOR	TRAFFIC ENGINEERING	
AREA	CIVIL ENGINEERING CONSTRUCTION WORKS & MAINTENANCE	CONSTRUCTION TRAFFIC MANAGEMENT
LEVEL 5	CONSTRUCTION/SITE MANAGER	TRAFFIC MANAGEMENT MANAGER
LEVEL 4	SITE EXECUTIVE	TRAFFIC MANAGEMENT OFFICER
LEVEL 3	SITE SUPERVISOR	TRAFFIC MANAGEMENT SUPERVISOR
LEVEL 2	JUNIOR SITE SUPERVISOR	TRAFFIC MANAGEMENT JUNIOR SUPERVISOR
LEVEL 1	GENERAL WORKER	

**Figure 1:** Occupational Structure of Road Construction & Traffic Management in Building and Construction – Sub Sector of Civil Engineering

## 6.0 Occupational Area Structure

SECTOR	BUILDING & <i>CIVIL ENGINEERING</i> CONSTRUCTION	
SUB SECTOR	TRAFFIC ENGINEERING	
AREA	CIVIL ENGINEERING CONSTRUCTION WORKS & MAINTENANCE	CONSTRUCTION TRAFFIC MANAGEMENT
LEVEL 5	CIVIL ENGINEERING CONSTRUCTION WORKS AND MAINTENANCE MANAGEMENT	
LEVEL 4	CIVIL ENGINEERING CONSTRUCTION WORKS AND MAINTENANCE LIAISON & COORDINATION	

<b>LEVEL 3</b>	<b>CIVIL ENGINEERING CONSTRUCTION <i>WORKS</i> AND MAINTENANCE SUPERVISION</b>
<b>LEVEL 2</b>	<b>CIVIL ENGINEERING CONSTRUCTION <i>WORKS</i> OPERATION</b>
<b>LEVEL 1</b>	<b>GENERAL</b>

*Figure 2: Occupational Area Structure for Road Construction & Traffic Management in Building and Construction – Sub-Sector of Civil Engineering*

## 7.0 Competency Levels Definition

The CICS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each competency level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1: (Operation Level)	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate Level 2: (Operation Level)	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and require individual responsibility and autonomy.
Malaysia Skills Certificate Level 3: (Supervisory Level)	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma Level 4: (Executive Level)	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsible for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5: (Managerial Level)	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features, as well as personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

## 8.0 Qualification and Certification

### 8.1 Competency Requirements

Construction Traffic Management Officer (CTMO) shall possess credentials as defined in **Table 1**.

*Table 1: Construction Traffic Management Officer (CTMO) Academic Qualification*

ACADEMIC QUALIFICATION	EXPERIENCE IN INFRASTRUCTURAL CONSTRUCTION PROJECTS	MANDATORY REQUIREMENT	ACCREDITATION METHODS
Diploma in Civil Engineering	3 – 5 years > 5 years	Certificate in Construction Traffic Management Supervisor ( OR 3 years experience)	I or II I, II or III
Diploma in Construction Related Field	> 5 years		I, II or III
Polytechnic Certification, Malaysian Skills Certificate, Malaysia Certificate of Competency, Technical Certificate	5 – 7 years > 7 years	Certificate in Construction Traffic Management Supervisor (OR 3 years experience)	I or II I, II or III
Secondary School Education	> 10 years	Certificate in Construction Traffic Management Supervisor (OR 5 years experience)	I, II or III

### 8.2 Certification and Eligibility Requirements

Upon successful assessment, verification and having fulfilled the CIDB certification requirements, candidates shall be awarded with **Perakuan Kecekapan Pengurusan Trafik Pembinaan (PKPTP)**. Candidates for Level 4 should possess minimum academic qualification as described in **Table 1**.

Assessment must be in accordance with the following:

The construction traffic management working environment as required by the industry and has been developed and documented following extensive collaboration with construction industry stakeholders. It is imperative that the duties and tasks outlined follow a high standard and maintain consistency throughout the assessment process to meet the requirements of this industry. This can only be done by stipulating a precise framework in which the assessment of duties and tasks



must be conducted. The training and assessment of construction traffic management officer must be in accordance with CIDB training and assessment policy and international standards.

## 9.0 Use of CTMO Professional Designation

Individuals granted with certification by CIDB in accordance with this CICS shall be eligible to use the title **Accredited Construction Traffic Management Officer** as long as the individual maintains an active certification status. The accredited individuals are authorised to affix the CTMO designation in block letters after their name on business cards, personal letterhead, resumes, and websites and in their email signature.

Accredited individuals will not use the CTMO designation in company names, domain names, product names, or any other unauthorised manner.

## 10.0 Occupational Definition

### 10.1 Construction Traffic Management Officer (CTMO)

- 10.1.1 A CTMO is defined as a person who is to assist in planning, scheduling, organizing, preparing TMCP drawing, implementation, monitoring, control and reporting of assigned traffic management work.
- 10.1.2 The roles of CTMO are to prepare, obtain relevant approvals, implement, operate, maintain, monitor and control traffic management system which amongst others includes the following:
  - 10.1.2.1 UNDERSTANDS AND IS KNOWLEDGEABLE OF CTMP
    - a) Understands Acts, Laws industry standards, industry practice, guidelines, rules and Regulations
    - b) Knowledgeable and understands the Road Construction Traffic Management Stage/Sectional Plan (Scheme)
    - c) Knowledgeable and understands the Contract and Bill of Quantity
    - d) Knows and understands the scope of work at the project site
    - e) Able to prepare CTMCP and understand the CTMP drawings Able to perform take-off, prepare BQ and estimating/costing
    - f) Able to conduct presentation effectively to public and authorities
    - g) Responsible to obtain approval from relevant parties
    - h) Able to prepare Construction Traffic Risk Management

i) Understands Road Safety Audits (RSA) construction stage

#### 10.1.2.2 PREPARES AND PROPOSES THE CTMCP AND ORGANISES RESOURCES

- a) Responsible to obtain work programme duly endorsed
- b) Responsible to integrate and synergise CTMCP into the CTMP and overall work programme
- c) Responsible to conduct site visit in order to collect and evaluate site/traffic data
- d) Responsible to prepare line diagram (sketch) of CTMCP
- e) Responsible to prepare the CTMCP drawings
- f) Plan, schedule, Organises, implement, monitor and control resources

#### 10.1.2.3 DEVELOPS THE METHODOLOGY

- a) Prepares and develop Method of Statement (MOS)
- b) Understands of the CTMP and CTMCP.
- c) Understands the specification
- d) Understands Acts, bylaws, industry standards, industry practice, guidelines, rules and regulations
- e) Understands WBS.

#### 10.1.2.4 ORGANISES THE CONSTRUCTION TRAFFIC MANAGEMENT SYSTEM AT THE WORK ZONE

- a) Coordinates overall Construction Traffic Management programme
- b) Coordinates Construction Traffic Management Stage/Sectional Plan (Scheme)
- c) Plans and coordinates resources
- d) Coordinate with construction team at work site to ensure smooth implementation
- e) Coordinate with relevant authorities and enforcement agencies to ensure smooth implementation
- f) Coordinate with external stakeholders such as the public and neighbouring establishments.

#### 10.1.2.5 MONITORING AND CONTROL

- a) Monitors the placement, maintenance and removal of the traffic control devices as approved CTMCP.

- b) Monitors the operation of the traffic control devices and equipment as per approved CTMCP.
- c) Effectiveness of Construction Traffic Management Control Plans
- d) To modify the CTMCP based on site observations
- e) To increase the resources allocated based on site requirements.

#### 10.1.2.6 ANALYSING

- a) Analyses the occurrences of road incidents/*accidents* within the work zones
- b) Conducts site visits to gather information
- c) Analyses the incident/*accident* statistic

#### 10.1.2.7 PREPARES REPORTS

- a) Prepares and submits report on the occurrences of road incidents/*accidents* within the work zones
- b) Prepares and ensures the display of up-to-date CTMCP for inspection and audit purposes
- c) Prepares the three months' CTMSR from date of site possession
- d) Prepares and maintains the daily records

#### 10.1.2.8 PREPARES AND EXECUTES THE EMERGENCY RESPONSE PLAN

- a) Develops ERP based on project scope and obtains approval
- b) Prepares and executes organizational chart, flowchart action plan, establishes emergency contact base in house and with relevant external agencies and emergency line of communication on the approved ERP
- c) Executed and activates the ERP

## 11.0 CTMO Occupational Chart

SECTOR	BUILDING & CIVIL ENGINEERING CONSTRUCTION WORKS		
SUB SECTOR	TRAFFIC ENGINEERING		
JOB AREA	CIVIL ENGINEERING CONSTRUCTION WORKS & AND MAINTENANCE LIAISON & COORDINATION		
CICS TITLE	CONSTRUCTION TRAFFIC MANAGEMENT OFFICER		
JOB LEVEL	FOUR (4)	CICS CODE	

## 12.0 Competency Profile Chart: CTMO Duty and Task

← DUTY →      ← TASK →

INTRODUCTION TO TRAFFIC MANAGEMENT		Intro		b/ground		Objective		Scope of CTMO Understand Acts, bylaws industry standards, industry practice, guidelines, rules and regulations		BQ		Take-off, prepares BQ and costing	
LP1		01.01		01.02		01.03		01.04		01.05		01.06	

UNDERSTAND AND HAS KNOWLEDGE OF CTMP		Understand Acts, bylaws industry standards, industry practice, guidelines, rules and regulations		Has knowledge and understands the road construction traffic management stage/sectional plan (scheme)		Has knowledge and understands the contract and BQ		Knows and understands the scope of work at the project site		Understands the preparation and the CTMP drawings	
LP2		02.01		02.02		02.03		02.04		02.05	

<b>Conducts presentation effectively to public and authorities</b>		<b>Obtains approval from relevant parties</b>		<b>Prepares traffic risk management</b>		<b>Understands RSA construction stage</b>	
02.06		02.07		02.08		02.09	



<b>PROPOSES &amp; PREPARES THE CTMCP AND ORGANISES RESOURCES</b>	<b>Obtains the overall work programme duly endorsed</b>		<b>Integrates CTMP into the overall work programme</b>		<b>Conducts site visit to collect site data and evaluate traffic data</b>		<b>Prepares line diagram (sketch) of CTMP</b>		<b>Coordinates the preparation of CTMP drawings</b>		<b>Organises and manages resources</b>	
LP3	03.01		03.02		03.03		03.04		03.05		03.06	

<b>DEVELOPS THE METHODOLOGY</b>	<b>Prepares and develops MOS</b>		<b>Understands the CTMP</b>		<b>Understands the Specification</b>		<b>Understands Acts, bylaws industry standards, industry practice, guidelines, rules and regulations</b>	
LP4	04.01		04.02		04.03		04.04	

<b>ORGANISES THE CONSTRUCTION TRAFFIC MANAGEMENT SYSTEM AT WORK ZONE</b>	<b>Coordinates CTMP with the overall road construction traffic management programme</b>		<b>Coordinates with public and neighbouring establishments</b>		<b>Coordinates with local authorities and enforcement agencies</b>		<b>Plans and coordinates resources</b>		<b>Placement, Maintenance &amp; Removal of Traffic Control Devices and Equipment</b>	
<b>LP5</b>	<b>05.01</b>		<b>05.02</b>		<b>05.03</b>		<b>05.04</b>		<b>05.05</b>	

← **DUTY** →      ← **TASK** →

<b>MONITORING AND CONTROL</b>	<b>Monitors the placement and removal of the traffic control devices</b>		<b>Monitors the operation of the traffic control devices equipment</b>		<b>Maintains the effectiveness of the Road Construction Traffic Control Plans</b>	
<b>LP6</b>	<b>06.01</b>		<b>06.02</b>		<b>06.03</b>	

<b>EVALUATION</b>	<b>Evaluates the occurrences of road incidents/ accidents within the work zones</b>		<b>Conducts site visits to gather site data information</b>		<b>Evaluates the incident/ Accidents and document statistic</b>	
<b>LP7</b>	<b>07.01</b>		<b>07.02</b>		<b>06.03</b>	

<b>PREPARES REPORTS</b>	<b>Prepares and submits report on the occurrences of road incidents/accidents within the work zones</b>		<b>Prepares and ensures the display of up-to-date CTMP for inspection and audit purposes</b>		<b>Prepares the three months' CTMSR from date of site possession</b>		<b>Prepares and maintains the daily records</b>	
<b>LP8</b>	<b>08.01</b>		<b>08.02</b>		<b>08.03</b>		<b>08.04</b>	





<b>PREPARES AND EXECUTES THE EMERGENCY RESPONSE PLAN</b>	<b>Develops ERP based on project scope/needs and obtains approval</b>		<b>Prepares and executes organisational chart, flowchart action plan, establishes emergency contact base in house and with external agencies and emergency line of communication on the approved ERP</b>		<b>Executes and activates the ERP</b>	
<b>LP9</b>	<b>09.01</b>		<b>09.02</b>		<b>09.03</b>	

<b>DEMONSTRATE EFFECTIVE LEADERSHIP/ COMMUNICATION AND LIAISON.</b>	<b>Understand role and responsibilities</b>		<b>Perform leadership role incorporating ethics and integrity practices</b>		<b>Know the level and line of authority</b>		<b>Organize and develop an effective team work</b>		<b>Organize and develop an effective line of communication</b>		<b>Organize and develop an effective line of liaison</b>	
<b>LP10</b>	<b>10.01</b>		<b>10.02</b>		<b>10.03</b>		<b>10.04</b>		<b>10.05</b>		<b>10.06</b>	

### 13.0 Competency Profile Chart: CTMO

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	01	DUTY:	UNDERSTANDS AND HAS KNOWLEDGE OF CTMP
TASK NO.:	01.01	TASK:	UNDERSTANDS ACTS, BYLAWS , INDUSTRY STANDARDS, PRACTICE, GUIDELINES, RULES AND REGULATIONS
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<b>1.1 Compliance to statutory laws requirements</b> 1.1.1 Akta 520 CIDB 1.1.2 Akta 333 Pengangkutan Jalan 1.1.3 Akta Keselamatan dan Kesihatan 1.1.4 Akta Kilang dan Jentera 1.1.5 Garis Panduan LLM 1.1.6 Local council acts 1.1.7 Ministry of Works functions 1.1.8 Akta 133 Jalan, Parit & Bangunan 1.1.9 Uniform Building bylaws 1.1.10 Akta BOMBA 1.1.11 Akta Polis 1.1.12 Akta Rela		<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>Statutory requirement</li> <li>Contract conditions</li> <li>Approval flowchart/procedures</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>Verbal and written communication</li> <li>Effective communication</li> <li>Art of management ( soft skills)</li> <li>Effective Public relations</li> <li>Effective Coordination</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Acts, laws, regulations, guidelines, manuals, specifications</li> <li>Contract documents</li> <li>Approved CTMP &amp; CTMCP drawings and standard-drawings.</li> </ul>
<b>1.2 Meeting contractual obligations</b> 1.2.1 To prepare contractor's traffic management team as part of organisational chart 1.2.2 To obtain approval from relevant		<ul style="list-style-type: none"> <li>Knowledge               <ul style="list-style-type: none"> <li>Statutory requirement</li> <li>Contract conditions</li> <li>Approval flow chart/procedures</li> <li>Planning/ scheduling techniques</li> </ul> </li> </ul>	

<p><b>authorities</b></p> <p><b>1.2.3 To prepare works program</b></p>	<ul style="list-style-type: none"> <li>- <b>MOS</b></li> <li>- <b>WBS</b></li> <li>- <b>8M ( resources)</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>Skills/ Attitude</b> <ul style="list-style-type: none"> <li>- <b>Verbal and written communication</b></li> <li>- <b>Effective communication</b></li> <li>- <b>Art of management</b></li> <li>- <b>Effective Public relations</b></li> <li>- <b>Understand &amp; adhere to the contract terms and conditions</b></li> <li>- <b>Effective Coordination</b></li> </ul> </li>   <li>• <b>Attitude and Safety</b> <ul style="list-style-type: none"> <li>- <b>Commitment</b></li> <li>- <b>Leadership</b></li> <li>- <b>Reliable</b></li> <li>- <b>Ethical and integrity</b></li> <li>- <b>Self-disciplined</b></li> </ul> </li> </ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	01	DUTY:	UNDERSTANDS AND HAS KNOWLEDGE OF CTMP
TASK NO.:	01.02	TASK:	HAS KNOWLEDGE AND UNDERSTANDS THE CONSTRUCTION TRAFFIC MANAGEMENT STAGE/SECTIONAL PLAN (SCHEME)
KEY PROCESSES/CRITERIA	ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)		TOOLS/EQUIPMENT/MATERIALS
1.1 Obtain endorsed TMP 1.2 Obtain authority approval 1.3 Present proposed TMCP staged/sectional plans 1.4 Obtain reasonable estimates on proposed TMCP staged/sectional plans 1.5 Coordinate and notify relevant parties involved in the project	<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>- Approval process</li> <li>- Role of authorities</li> <li>- Effective presentation</li> <li>- Traffic management in work zone area</li> <li>- Preparing the TMCP sketches</li> <li>- Reading and interpreting the TMP drawings</li> <li>- Collection of site data</li> <li>- Budgeting and costing</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>- Soft skills</li> <li>- Interpersonal skills</li> <li>- Presentation techniques</li> <li>- Public relations</li> <li>- Verbal and written communication</li> <li>- Traffic engineering/management knowledge</li> <li>- Analytical skill</li> <li>- Effective Coordination</li> <li>- Manual &amp; computer aided drawing</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Industry practice for traffic management</li> <li>Approved CTMP drawings</li> <li>Understand and familiar with CTMP drawings</li> <li>Estimating and budgeting methods</li> <li>Tools &amp; equipment for-Data required</li> <li>Taking of minutes of meetings</li> <li>Organize/perform coordination meetings</li> <li>Use of Excel/words/power point</li> <li>Calculator</li> <li>Drawing tools &amp; auto cad</li> </ul>

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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	01	DUTY:	UNDERSTANDS AND HAS KNOWLEDGE OF CTMP
TASK NO.:	01.03	TASK:	HAS KNOWLEDGE AND UNDERSTANDS THE CONTRACT AND BILL OF QUANTITY (BQ)
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Obtain contract documents inclusive of BQ 1.2 Request purchasing material list and equipment 1.3 Compare BQ items versus site condition items 1.4 Study the contract documents		<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>- type of contract documents</li> <li>- Quotations and tender</li> <li>- Taking off quantities from drawings and site data</li> <li>- Able to identify the material and equipment required</li> <li>- May propose items not listed in the BQ</li> <li>- Related Contract conditions</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>- Effective Presentation</li> <li>- Verbal and written communication</li> <li>- Analytical</li> <li>- Effective Coordination</li> <li>- Able to detect shortcomings in the CTMP</li> <li>- Command of English/bahasa malaysia</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Contract documents</li> <li>BQ format</li> <li>Material lists</li> <li>CTMP &amp; CTMCP</li> <li>Method of Statements</li> <li>Specifications</li> <li>Dictionary</li> <li>Lists of material suppliers</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	01	DUTY:	UNDERSTANDS AND HAS KNOWLEDGE OF CTMP
TASK NO.:	01.04	TASK:	HAS KNOWLEDGE AND UNDERSTANDS THE SCOPE OF WORK AT THE PROJECT SITE
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Know the project scope and the limitations 1.2 Roles and responsibilities of RCTMO and the project team 1.3 Prepare the work programme 1.4 Coordinate the project team 1.5 Manage the site diary 1.6 Know the deliverables 1.7 Understand organisation chart 1.8 Prepare the mitigation action plan		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>Understand the drawings, BQ and specification</li> <li>Understand the scope of duties as per letter of appointment</li> <li>understand—the—scope, planning and scheduling</li> <li>understand the organizational chart, role &amp; responsibility</li> <li>Data to be recorded for daily activities</li> <li>Understand the tasks milestones/datelines</li> <li>Understand risk management</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>English &amp; Bahasa Malaysia</li> <li>Able to read &amp; interpret drawings</li> <li>Interpersonal skills</li> <li></li> <li></li> <li>Communication skill</li> <li>Negotiation skill</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Project scope</li> <li>Contract documents</li> <li>CTMP &amp; CTMCP</li> <li>Bylaws, regulations</li> <li>Manpower availability</li> <li>Site diary</li> <li>Materials availability</li> <li>Support staff</li> <li>Tools/equipments/vehicles/staffs for ERP</li> <li>Tools/equipments/vehicles/staffs for ERT</li> <li>Tools/equipments/vehicles/staffs for TMT</li> <li>Manual on National disaster management</li> </ul>

	<ul style="list-style-type: none"><li>- <b>Presentation skill</b></li><li>- <b>Planning and scheduling skill</b></li><li>- <b>Analytical skill</b></li><li>- <b>Writing skill</b></li><li>- <b>Coordinating the CTMP team</b></li><li>- <b>Liaison</b></li><li>- <b>Coordinate and organise meetings with stakeholders</b></li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	01	DUTY:	UNDERSTANDS AND HAS KNOWLEDGE OF CTMP
TASK NO.:	01.05	TASK:	PREPARES AND UNDERSTANDS THE DRAWINGS (CTM <sup>C</sup> P DRAWINGS)
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Prepare the CTM <sup>C</sup> P drawings 1.2 Prepare list of relevant consultants engaged in the project 1.3 Obtain endorsement/approval from project superiors and authorities 1.4 Effective presentation to all relevant parties		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>Able to prepare the sketches for CTMCP drawings based on data obtain from the work zones and work stages as per approved CTMP.</li> <li>Obtaining data from other relevant parties</li> <li>Preparing &amp; submitting CTMCP drawings to relevant parties to obtain approvals</li> <li>Able to prepare, understand &amp; present effectively CTMCP to all stakeholders</li> <li>-</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>Verbal and written communication</li> <li>Analytical skill</li> <li>Effective Coordination</li> <li>Effective Presentation skill</li> <li>Effective Briefing knowledge to community and stakeholders</li> <li>Effective Public engagement</li> <li>Computer literate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Approved CTMP drawings</li> <li>Approved List of consultants</li> <li>Official List of relevant parties/authorities</li> <li>Use of modern media tools (TV, newspapers, emails, radio, power point ) and drawings.</li> </ul>

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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	01	DUTY:	UNDERSTANDS AND HAS KNOWLEDGE OF CTMP
TASK NO.:	01.06	TASK:	TAKING-OFF, PREPARES BQ AND ESTIMATES/COSTING
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Taking off format 1.2 BQ format 1.3 Estimating and costing methodology 1.4 Rates of quantity 1.5 Materials and equipment list 1.6 Traffic management devices 1.7 Maintenance budget 1.8 Inventory list		<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>Understanding project scope</li> <li>Reading/interpreting of approved drawings</li> <li>Understanding specification</li> <li>Taking-off standards and procedures</li> <li>Taking-off processes and activities</li> <li>BQ standards and procedures</li> <li>Estimating costing methods</li> <li>Inventory listing</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>Soft skills                   <ul style="list-style-type: none"> <li>Verbal and written communication</li> <li>Analytical skill</li> <li>Effective Coordination</li> <li>Pricing skill</li> <li>Negotiation skill</li> <li>Marketing skills</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Contract documents</li> <li>Approved CTMP &amp; CTMCP</li> <li>Contract specifications</li> <li>BQ documents</li> <li>Standard taking off/ BQ format</li> <li>Lists of suppliers</li> <li>Quotations procedure</li> <li>Data on market prices</li> <li>Data on CIDB prices ( N3C)</li> <li>Standard Method of Measurement</li> <li>Checklists</li> <li>Inventory software</li> <li>Usage of tools and equipment</li> <li>DOSH guidelines</li> <li>JKR's ATJ 2017</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	01	DUTY:	UNDERSTANDS AND HAS KNOWLEDGE OF CTMP
TASK NO.:	01.07	TASK:	CONDUCTS PRESENTATION EFFECTIVELY TO PUBLIC AND AUTHORITIES
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Study and understand the CTMCP and prepare presentation material 1.2 Identify relevant authorities 1.3 Identify stakeholders 1.4 Identify stakeholder management		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>Understand the TMCP</li> <li>Has the art &amp; science of management</li> <li>Understand authorities' requirements and procedures</li> <li>Understand and highlight the needs, concerns and issues of third parties/public</li> <li>Budgeting knowledge</li> <li>Understand of contractual, legal, and statutory requirements</li> <li>Understand project execution processes</li> <li>Understand and highlight the sentiment of political scenarios</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>Soft skills <ul style="list-style-type: none"> <li>Interpersonal skills</li> </ul> </li> <li>Verbal and written communication</li> <li>Analytical skill</li> <li>Coordination</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>CTMP &amp; CTMCP</li> <li>Project management</li> <li>Submission &amp; approval procedure manual</li> <li>Standard Method of Measurement</li> <li>List of relevant authorities</li> <li>List of stakeholders</li> <li>Stakeholders policy/need statement</li> <li>DOSH guidelines</li> </ul>

	<ul style="list-style-type: none"><li>- Pricing skill</li><li>- Negotiation skill</li><li>- Computer literate</li><li>- Presentation skills</li><li>- Coaxing skills</li><li>- Value engineering skills</li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	01	DUTY:	UNDERSTANDS AND HAS KNOWLEDGE OF CTMP
TASK NO.:	01.08	TASK:	OBTAINS APPROVAL FROM RELEVANT PARTIES
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Study CTMP & CTMCP 1.2 Identify all relevant parties 1.3 Understand the duration for approval process & procedures 1.4 Comply to all approval requirements 1.5 Prepare and comply to all relevant documents required for approval 1.6 Monitor and follow-up closely with relevant authorities		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>CTMP &amp; CTMCP</li> <li>Authorities' requirements and procedures</li> <li>Contractual, legal, and statutory requirements</li> <li>Project execution processes</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>Soft skills</li> <li>Interpersonal skills</li> <li>Effective presentation</li> <li>Verbal and written communication</li> <li>Analytical skill</li> <li>Liaison &amp; Coordination</li> <li>Computer literate</li> <li>Planning/ scheduling</li> <li>Monitoring/control</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Project management</li> <li>CTMP</li> <li>Contracts, legal and statutory requirements</li> <li>List of relevant authorities</li> <li>Approval and submission manual/references</li> <li>Planning/ scheduling technique</li> <li>Monitoring/control technique</li> <li>DOSH guidelines</li> <li></li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	01	DUTY:	UNDERSTANDS AND HAS KNOWLEDGE OF CTMP
TASK NO.:	01.09	TASK:	PREPARES ROAD CONSTRUCTION TRAFFIC RISK MANAGEMENT
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Classify road works activities 1.2 Consultation between parties involved 1.3 Identify hazards 1.4 Assess risks 1.5 Manage risks 1.6 Mitigate risks 1.7 Solve risks 1.8 Prepare risk control action plan (if necessary) 1.9 Implementation 1.10 Review		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>Types of road Construction Traffic risk management</li> <li>identification, assessment, managing, mitigating and solving various types of hazards</li> <li>Traffic engineering/management</li> <li>Risks analysis</li> <li>Risks control</li> <li>Risk problem solving</li> <li>Planning/scheduling</li> <li>Decision making at CTMO level</li> <li>Insurance</li> <li>Value engineering</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>Interpersonal skills</li> <li>Analytical</li> <li>Good verbal and written communication</li> <li>Consultation</li> <li>Presentation</li> <li>Problem Solving</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Guidelines/procedure/technical standards on Road Construction Traffic Risk Management</li> <li>Daily reports on Road Construction Traffic Risk Management</li> <li>Incident/accidents reports</li> <li>Incident/accidents statistics</li> <li>Code of Practice</li> <li>Industry Practice</li> <li>Best management practise</li> <li>Media announcement</li> <li>Inspection and audit reports</li> <li>NPV</li> <li>B/C ratio</li> <li>Police reports</li> <li>Insurance reports</li> <li>DOSH guidelines</li> </ul>

	<ul style="list-style-type: none"><li>- <b>Public Relations (PR)</b></li><li>- <b>Coordination</b></li><li>- <b>Similar experience</b></li><li>- <b>Obtaining historical data</b></li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	01	DUTY:	UNDERSTANDS AND HAS KNOWLEDGE OF CTMP
TASK NO.:	01.10	TASK:	UNDERSTANDS RSA AT CONSTRUCTION STAGE
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Study and understand the concept of RSA 1.2 Understand RSA requirements and guidelines 1.3 Understand Acts, laws, <i>industry standards, industry practice, guidelines, rules regulations</i> 1.4 Understand RSA reports submission requirements		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>- RSA requirements and processes</li> <li>- RSA <i>submission</i> &amp; approval procedures</li> <li>- Providing data for RSA reports</li> <li>- <i>Extracting data from reports for RSA</i></li> <li>- <i>Identifying concerns of relevant stakeholders/parties</i></li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>- <i>Soft skills</i></li> <li>- <i>Interpersonal skills</i></li> </ul> <i>Good command of English and Bahasa Malaysia</i> <ul style="list-style-type: none"> <li>- Good verbal and written communication</li> <li>- Analytical skill</li> <li>- <i>Effective Coordination</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><i>Project management</i></li> <li>RSA guidelines and requirements as per <i>JKR's ATJ</i></li> <li>RSA manual <i>issued by JKR</i></li> <li><i>Industry standards &amp; practice manual</i></li> <li>- <i>Availability of Acts, laws, industry standards, industry practice, guidelines, rules regulations</i></li> <li><i>DOSH guidelines</i></li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	02	DUTY:	PREPARES AND PROPOSES THE CTMP & ORGANISE RESOURCES
TASK NO.:	02.01	TASK:	OBTAINS THE OVERALL WORK PROGRAMME DULY ENDORSED
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Study and understand the overall work programme 1.2 Study and understand the site condition 1.3 Ability to detect variances between the CTMP and site condition 1.4 Propose modification to CTMP based on site condition 1.5 Submit for approval the modifications to CTMP 1.6 Prepare revised estimates and budgeting		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>Planning and scheduling</li> <li>Reading &amp; understanding of CTMP</li> <li>Surveying</li> <li>BQ</li> <li>Specification</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>Soft skills</li> <li>Inter personal skills</li> <li>Meeting skills</li> <li>Command of English &amp; Bahasa Malaysia</li> <li>Presentation</li> <li>Verbal and written communication</li> <li>Coordination</li> <li>Liaison</li> <li>Document keeping/updating</li> <li>Budgeting and costing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Approved &amp; endorsed work programmes</li> <li>Approved &amp; endorsed CTMP/CTMCP <ul style="list-style-type: none"> <li>-Approved project organizational chart</li> <li>-Approved representatives of relevant parties</li> <li>-Personnel in charge of project from local authorities</li> </ul> </li> <li>Planning/scheduling techniques</li> <li>BQ document</li> <li>Specification document</li> <li>Document/filing Storage</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	02	DUTY:	PREPARES AND PROPOSES THE CTMP & ORGANISES RESOURCES
TASK NO.:	02.02	TASK:	INTEGRATES CTMP INTO THE OVERALL WORK PROGRAMME
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Study the overall work programme 1.2 Study the CTMP 1.3 Prepare integration of overall work programme and CTMP		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>Planning/scheduling</li> <li>Understanding/interpreting overall work programme</li> <li>Understanding/interpreting CTMP</li> <li>Intergrating / synchronization Work sequence between overall work program/CTMP</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>-Soft skills</li> <li>Liaison skills <ul style="list-style-type: none"> <li>Interpersonal</li> <li>Presentation</li> <li>Communication</li> <li>Coordination</li> <li>Leadership</li> <li>Meeting</li> <li>Computer literacy</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Approved &amp; endorsed overall work programmes</li> <li>Approved &amp; endorsed CTMP</li> <li>Standards, procedures and specifications</li> <li>Planning/scheduling techniques <ul style="list-style-type: none"> <li>Summary of the overall work &amp; CTMP</li> </ul> </li> <li>Meeting technique <ul style="list-style-type: none"> <li>Use of modern tools, softwares &amp; equipment</li> </ul> </li> <li>DOSH guidelines</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	02	DUTY:	PREPARES AND PROPOSES THE CTMP & ORGANISES RESOURCES
TASK NO.:	02.03	TASK:	CONDUCTS SITE VISITS TO COLLECT AND EVALUATE TRAFFIC DATA
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Study overall work programme 1.2 Study CTMP 1.3 Study the revised overall work programme 1.4 Study TIA report TIA 1.5 Site visit to collect and evaluate traffic data based on CTMP		<ul style="list-style-type: none"> <li>• Knowledge in:               <ul style="list-style-type: none"> <li>- Traffic engineering</li> <li>- Standards and guidelines as per JKR ATJ 2017</li> <li>- Map/alignment/Right of Way (ROW)</li> <li>- CTMP</li> <li>- Overall work programme</li> <li>- Data collection</li> <li>- Evaluation of data</li> </ul> </li> <li>• Skills/ Attitude:</li> <li>• Soft skills</li> <li>• Inter personal skills               <ul style="list-style-type: none"> <li>- Public Relations</li> <li>- Liaison with Corporate Social Responsibility (CSR)</li> <li>- Verbal and written communication</li> <li>- Coordination</li> <li>- Report writing</li> <li>- Analytical</li> <li>- Auditing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Traffic engineering references</li> <li>• Standards and regulations Bylaws</li> <li>• JKR's Arahan Teknik Jalan (ATJ)</li> <li>• Map/alignment/ROW</li> <li>• Overall Work programme</li> <li>• Approved &amp; endorsed CTMP</li> <li>• Approved &amp; endorsed TIA Report</li> <li>• Approved &amp; endorsed RSA Report</li> <li>• Approval to enter site from relevant authority</li> <li>• DOSH guidelines</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	02	DUTY:	PREPARES AND PROPOSES THE CTMP & ORGANISE RESOURCES
TASK NO.:	02.04	TASK:	PREPARES LINE DIAGRAM (SKETCH) OF CTMP
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Visit to project site 1.2 Collect existing data 1.3 Evaluate the data 1.4 Highlight discrepancies 1.5 Prepare the line diagram (sketch) of <i>TMP</i> & <i>TMCP</i>		<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>Construction drawing and CTMP drawing</li> <li>Signages for work zones</li> <li>Surveying</li> <li>Geographical maps</li> <li>Standard requirements</li> <li>Related Drawings</li> </ul> </li> <li>Skills/Attitude:</li> <li>Soft skills</li> <li>Inter personal skills</li> <li>Command of English and Bahasa Malaysia               <ul style="list-style-type: none"> <li>Verbal and written communication</li> <li>Liaison</li> <li>Analytical</li> <li>Coordination</li> <li>Report writing</li> <li>Presentation</li> <li>CAD/ manual Drafting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Relevant software</li> <li>JUPEM</li> <li>Approved &amp; endorsed Construction drawings</li> <li>Approved &amp; endorsed CTMP drawings</li> <li>Stage and sectional drawings</li> <li>Standards and procedures</li> <li>JKR's Arahan Teknik Jalan (ATJ)               <ul style="list-style-type: none"> <li>Use of modern tools, softwares &amp; equipment</li> </ul> </li> <li>Approved &amp; endorsed Survey drawings</li> <li>Approved &amp; endorsed TIA report</li> <li>Drawing techniques</li> <li>DOSH guidelines</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	02	DUTY:	PREPARES AND PROPOSES THE CTMP & ORGANISES RESOURCES
TASK NO.:	02.05	TASK:	PREPARES THE CTM CP DRAWINGS
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Study the overall works program 1.2 Study the project scope 1.3 Study and identify the work zone area 1.4 Understand the requirement of CTMP drawings 1.4.1 Comply to the CTMP requirement 1.4.2 Knowledgeable in appropriate traffic devices 1.4.3 Courtesy signboard 1.4.4 Work permit duration 1.5 Study and identify Road Construction Traffic Risk Management		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>-Understanding &amp; interpreting works program</li> <li>- Project scope management</li> <li>- Road Construction Traffic Management zoning area</li> <li>- Understanding &amp; interpreting CTMP drawings &amp; requirement</li> <li>- HIRARC for road Construction Traffic risk management</li> <li>- Application of standard traffic management drawings</li> <li>- Authority and contract requirements</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>-Soft skills</li> <li>-Interpersonal skills</li> <li>Negotiation skills</li> <li>Command of English and Bahasa Malaysia</li> <li>Effective presentation</li> <li>- Verbal and written communication</li> <li>- Analytical</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Project management</li> <li>Approved &amp; endorsed overall works program</li> <li>Approved &amp; endorsed CTMP</li> <li>Reference documents on traffic management</li> <li>Approved &amp; endorsed survey drawings</li> <li>Approved &amp; endorsed as built drawings</li> <li>Authority procedures and guidelines</li> <li>JKR ATJ 2017</li> <li>DOSH HIRARC guidelines</li> <li>Engineering drawing tools</li> </ul>

	<ul style="list-style-type: none"><li>- <b>Coordination</b></li><li>- <b>Report writing</b></li><li>- <b>CAD/ Manual Drafting</b></li><li>- <b>Value engineering</b></li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	02	DUTY:	PREPARES AND PROPOSES THE CTMP & ORGANISES RESOURCES
TASK NO.:	02.06	TASK:	MANAGES MONEY, MANPOWER, MANAGEMENT, METHODOLOGY, MAINTENANCE, MARKETING, MATERIAL, TOOLS, AND EQUIPMENT
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Manage site personnel 1.2 Administer personnel welfare 1.3 Oversee personnel discipline 1.4 Administer personnel performance 1.5 Prepare inventory and equipment list 1.6 Review and maintain inventory and equipment 1.7 Planning of resources 1.8 Ensure proper usage, handling, transporting, installing and removal of material, tools and equipment 1.9 Prepare tools and equipment maintenance schedule		<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>Human behaviour</li> <li>Motivation</li> <li>Human resource management</li> <li>Material specification and procurement</li> <li>Material, tools and equipment usage, handling, transporting, installing and removal</li> <li>Effective storekeeping</li> <li>Life span of material</li> <li>Wear and tear of tools and equipment</li> <li>Maintenance scheduling</li> <li>Modes of maintenance</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>Soft skills</li> <li>Interpersonal skills                   <ul style="list-style-type: none"> <li>Human management skills</li> <li>Verbal and written communication</li> <li>Analytical</li> <li>Coordination</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Employee Act</li> <li>Terms and conditions of employment</li> <li>Competency guidelines</li> <li>Act 520 CIDB</li> <li>DOSH act</li> <li>Specifications</li> <li>Operation Manuals</li> <li>Installation manuals</li> <li>Removal manuals</li> <li>Maintenance manuals</li> <li>Inventory, materials, tools and equipment checklist</li> <li>Logistic management document</li> <li>Value engineering manual</li> <li>NPV</li> <li>B/C ratio</li> <li>Stock/inventory document</li> </ul>



	<ul style="list-style-type: none"><li>- <b>Planning and scheduling</b></li><li>- <b>Maintenance skills</b></li><li>- <b>Logistic management skills</b></li><li>- <b>Stock &amp; inventory management skills</b></li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	03	DUTY:	DEVELOPS THE METHODOLOGY
TASK NO.:	03.01	TASK:	PREPARES MOS
KEY PROCESSES/CRITERIA	ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS	
1.1 Description of the works 1.2 Scope of work 1.3 Drawings and sketches 1.4 Specification 1.5 BQ 1.6 8M – Resources 1.7 Work breakdown structure- WBS 1.8 Planning/scheduling/organizing, monitoring & control 1.9 S – Curve ( Physical & financial) 1.10 HIRARC	<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>-Contract documents &amp; conditions of contract</li> <li>- Reading &amp; understanding CTMP &amp; CTMCP</li> <li>-Reading &amp; understanding JKR's ATJ 2017</li> <li>-Reading &amp; understanding specification</li> <li>-Reading &amp; understanding BQ</li> <li>-Planning &amp; scheduling of resources</li> <li>-8M and WBS</li> <li>-Planning &amp; scheduling of works</li> <li>-Implementation of works</li> <li>-Monitoring &amp; controlling of works</li> <li>-S - Curve                   <ul style="list-style-type: none"> <li>- Risk and OSH assessment</li> <li>- Quality and environmental</li> </ul> </li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>-relevant experience</li> <li>-Planning &amp; scheduling</li> <li>-Construction management</li> <li>-Monitoring &amp; control                   <ul style="list-style-type: none"> <li>- Report writing</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Approved &amp; endorsed CTMP &amp; CTMCP Drawing</li> <li>Manual, specification and guidelines as per JKR ATJ 2017</li> <li>Planning &amp; scheduling technique</li> <li>Monitoring &amp; controlling technique</li> <li>S – Curve technique</li> <li>Risk management guideline</li> <li>DOSH guideline</li> </ul>	

	<ul style="list-style-type: none"><li>- Verbal and written communication</li><li>- Analytical</li><li>- Presentation</li><li>- Value engineering</li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	03	DUTY:	DEVELOPS THE METHODOLOGY
TASK NO.:	03.02	TASK:	HAS GOOD UNDERSTANDING OF CTMP
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Accommodate project and site traffic control plans 1.2 Evaluate traffic impacts using accepted standards 1.3 Notify stakeholders of potential impacts in an acceptable manner 1.4 Review unsatisfactory performance		<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>Planning &amp; scheduling</li> <li>Construction working area</li> <li>Levels of service</li> <li>Liaison &amp; coordination with all stakeholders.</li> <li>Monitoring &amp; control during implementation</li> <li>Commissioning/completion</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>Report writing</li> <li>Soft skills</li> <li>Inter personal skills</li> <li>Effective public relations</li> <li>Command of English &amp; Bahasa Malaysia</li> <li>Verbal and written communication</li> <li>Analytical</li> <li>Effective Presentation</li> <li>Established relationship</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Approved &amp; endorsed CTMP &amp; CTMCP</li> <li>Approved TIA</li> <li>Related document references</li> <li>Traffic control devices</li> <li>Stakeholders policies &amp; need statement</li> <li>Authorities organizational chart</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	03	DUTY:	DEVELOPS THE METHODOLOGY
TASK NO.:	03.03	TASK:	UNDERSTANDS THE SPECIFICATION
KEY PROCESSES/CRITERIA	ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS	
1.1 Define roles and responsibilities 1.2 Develop effective construction traffic management strategies 1.3 Determine clear and consistent CTMP requirements 1.4 Provide effective tools for evaluating CTMP 1.5 Ensure proper management of ongoing and future changes	<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>Scope of guideline</li> <li>Human resource</li> <li>Users of guideline</li> <li>Terminology and concepts</li> <li>Construction traffic management overview</li> <li>Technical specification</li> <li>Drawings</li> <li>Value engineering</li> <li>Change management</li> <li>Planning &amp; scheduling</li> <li>Monitoring &amp; control</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>Report writing</li> <li>Command of English and Bahasa Malaysia</li> <li>Verbal and written communication</li> <li>Analytical</li> <li>Effective presentation</li> <li>Effective meetings</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Approved &amp; endorsed CTMP &amp; CTMCP</li> <li>Related document references</li> <li>Traffic control devices</li> <li>Drawings</li> <li>Contract conditions</li> <li>Terms &amp; conditions of appointment</li> <li>JKR's ATJ 2017</li> <li>Project management</li> <li>Risk management</li> <li>DOSH act</li> </ul>	

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	03	DUTY:	DEVELOPS THE METHODOLOGY
TASK NO.:	03.04	TASK:	UNDERSTANDS ACTS, BYLAWS, INDUSTRY STANDARDS, PRACTICE, GUIDELINES, RULES AND REGULATIONS
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 <i>Arahan Teknik Jalan 2C/85 (2016)</i> 1.2 Road Traffic Ordinance 1997 (Akta Pengangkutan Jalan) 1.3 <i>Akta Keselamatan &amp; Kesihatan 1994</i> 1.4 Akta Kilang & Jentera 1967 (BOWEC) 1.5 <i>Undang-undang Kecil PBT</i> 1.6 <i>Act 520 CIDB</i>		<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>- Related guideline</li> <li>- Code of Practice</li> <li>- Code of Ethic</li> <li>- Understanding of all relevant Acts, bylaws and regulations</li> <li>- <i>Application of all relevant statutory laws</i></li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>- Report writing</li> <li>- Command of English &amp; Bahasa Malaysia</li> <li>- Interpretation of the statutory laws</li> <li>- Verbal and written communication</li> <li>- Analytical</li> <li>- Liaising</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Acts, bylaws <i>industry standards, practice, guidelines, rules and regulations documents</i></li> <li>Code of Practice</li> <li>Code of Ethic</li> <li>Current Relevant guidelines</li> <li>All JKR's ATJ 2017 documents</li> <li>DOSH document</li> <li>CIDB's act documents</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	04	DUTY:	ORGANISES THE ROAD CONSTRUCTION TRAFFIC MANAGEMENT SYSTEM AT WORK ZONE
TASK NO.:	04.01	TASK:	COORDINATES THE OVERALL ROAD CONSTRUCTION TRAFFIC MANAGEMENT PROGRAMME
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<b>1.1 Coordinate the overall Road Construction Traffic Management Programme</b>  1.1.1 Planning the resources 1.1.2 Scheduling the resources 1.1.3 Organizing the resources 1.1.4 Implementing the works 1.1.5 Monitoring the works 1.1.6 Controlling the works 1.1.7 Analyze Traffic Control 1.1.8 Analyze Risk Control 1.1.9 Documentation of incidents/accidents 1.1.10 Coordinate with relevant internal & external parties		<ul style="list-style-type: none"> <li>• Knowledge in:               <ul style="list-style-type: none"> <li>- Public relationship</li> <li>- Statutory Laws and regulation</li> <li>- Procedure</li> <li>- Risk management</li> <li>- Project management</li> <li>Traffic engineering</li> </ul> </li> <li>• Skills/Attitude:               <ul style="list-style-type: none"> <li>- Report writing</li> <li>- Soft skills</li> <li>- Inter personal skills</li> <li>- Verbal and written communication</li> <li>- Analytical skills</li> <li>- Liaising skills</li> <li>- Coordination skills</li> <li>- Meeting skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Acts, bylaws, industry standards, practice, guidelines, rules and regulations</li> <li>• Code of Practice</li> <li>• Current Relevant guidelines</li> <li>• Project management document</li> <li>•</li> </ul>





OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	04	DUTY:	ORGANISES THE ROAD CONSTRUCTION TRAFFIC MANAGEMENT SYSTEM AT WORK ZONE
TASK NO.:	04.03	TASK:	COORDINATES THE ROAD CONSTRUCTION TRAFFIC MANAGEMENT STAGE/SECTIONAL PLAN (SCHEME)
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<b>1.1 Coordinate the Road Construction Traffic Management Stage/Sectional Plan Scheme</b>  <b>1.1.1 Coordinate with project team on the overall works program</b> <b>1.1.2 CTMP</b> <b>1.1.3 Prepare CTMCP</b> <b>1.1.4 TIA</b> <b>1.1.5 RSA</b>		<ul style="list-style-type: none"> <li>• <b>Knowledge in:</b> <ul style="list-style-type: none"> <li>- Related technical guidelines</li> <li>- Code of Practice</li> <li>- Understanding of all relevant Acts, bylaws and regulations</li> <li>- Specification</li> <li>- Application of relevant standard drawings</li> <li>- Project management</li> <li>-</li> </ul> </li> <li>• <b>Skills/Attitude:</b> <ul style="list-style-type: none"> <li>- Report writing</li> <li>- Command of English &amp; Bahasa Malaysia</li> <li>- Reading &amp; understanding drawings</li> <li>- Verbal and written communication</li> <li>- Analytical</li> <li>- Liaising skills</li> <li>- Presentation skills</li> <li>- Reading, understand &amp; interpret reports</li> <li>- Coordination</li> <li>- Auditing skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Acts, bylaws industry standards, practice, guidelines, rules , and regulations</li> <li>• Code of Practice</li> <li>• Current relevant guidelines</li> <li>• Project management document</li> <li>• Specification document</li> <li>• Approved &amp; endorsed CTMP &amp; CTMCP</li> </ul>

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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	04	DUTY:	ORGANISES THE ROAD CONSTRUCTION TRAFFIC MANAGEMENT SYSTEM AT WORK ZONE
TASK NO.:	04.04	TASK:	PLANS AND COORDINATES RESOURCES
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<b>1.1 Plan and coordinate resources</b> <b>1.1.1 Machineries</b> <b>1.1.2 Money</b> <b>1.1.3 Management</b> <b>1.1.4 Methodology</b> <b>1.1.5 Maintenance</b> <b>1.1.6 Marketing</b> <b>1.1.7 Manpower</b> <b>1.1.8 Materials</b> <b>1.1.9 Facilities/ transportation</b> <b>1.1.10 Placement and removal of traffic devices</b> <b>1.1.11 Unskilled workers</b> <b>1.1.12 Skilled workers</b> <b>1.1.13 Tools &amp; equipments</b> <b>1.1.14 Drawings</b> <b>1.1.15 Specification</b> <b>1.1.16 BQ</b>		<ul style="list-style-type: none"> <li>• <b>Knowledge in:</b> <ul style="list-style-type: none"> <li>- Function</li> <li>- Job description</li> <li>- Job role &amp; responsibilities</li> <li>- Facilities</li> <li>- Relevant related guidelines</li> <li>- Work planning &amp; scheduling</li> <li>- Monitoring &amp; control</li> <li>- Inventories</li> <li>- Procurement</li> <li>- Transportation/logistic services</li> </ul> </li> <li>• <b>Skills/Attitude:</b> <ul style="list-style-type: none"> <li>- Understanding of all relevant Acts, bylaws and regulations</li> <li>- Inventory management</li> <li>- Store keeping</li> <li>- documentation</li> <li>- Soft skill</li> <li>- People management</li> <li>- Negotiation skill</li> <li>- Procurement skill</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Acts, bylaws and regulations</li> <li>• List of related Manuals</li> <li>• Lists of relevant guidelines</li> <li>• Lists of relevant Drawings</li> <li>• 8M ( Resources)</li> <li>• WBS</li> <li>• Project management document</li> <li>• Supervisory document</li> <li>• Logistic document</li> <li>• Inventory document</li> <li>• Tendering/quotation document</li> <li>• Manpower document</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	05	DUTY:	MONITORING AND CONTROL
TASK NO.:	05.01	TASK:	MONITORS THE PLACEMENT AND REMOVAL OF THE TRAFFIC CONTROL DEVICES
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Prepare and manage Traffic HIRARC		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>Insurance</li> <li>Reading &amp; understanding drawings</li> <li>Developing &amp; understanding S – Curve</li> <li>Determining LOS</li> <li>Documenting public complaints</li> <li>Reporting, evaluating &amp; documenting accidents/incidents</li> <li>Planning &amp; scheduling</li> <li>Monitoring &amp; control</li> <li>Synchronization of implementation with overall works program</li> <li>Planning and conducting HIRARC</li> <li>Hazard identification</li> <li>Risk analysis</li> <li>Risk control</li> <li>Documenting HIRARC</li> <li>Consultation</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>Verbal and written communication</li> <li>Public relation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Relevant Software</li> <li>Project management document</li> <li>Risk management document</li> <li>Document reference</li> <li>Site Data collection</li> <li>DOSH Technical standards</li> <li>JKR's ATJ 2017</li> <li>Authority procedures and guidelines</li> <li>Contract documents</li> <li>Acts, bylaws industry standards, practice, guidelines, rules and regulations</li> </ul>
1.1.1	Identify Traffic HIRARC		
1.1.2	HIRARC risk table		
1.1.3	Site visit		
1.1.4	Job scope		
1.1.4.1	Routine activities		
1.1.4.2	Non-routine activities		
1.1.4.3	Emergency activities		
1.1.5	Project scope		
1.1.6	Hazards classification		
1.1.7	Monitor & control the implementation of approved CTMP & CTMCP		
1.1.8	Monitor & control the planned resources ( 8M)		
1.1.9	Monitor & control the planned project cash flow		
1.1.10	Monitor & control the planned level of service ( LOS)		
1.1.11	Monitor & control the number of public complaints		
1.1.12	Monitor & control the number of		

<b>accidents/incidents</b>	<ul style="list-style-type: none"><li>- <b>Command of English &amp; Bahasa Malaysia</b></li><li>- <b>Project management</b></li><li>- <b>Inter personal relation</b></li><li>- <b>Effective presentation</b></li></ul>	

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	05	DUTY:	MONITORING AND CONTROL
TASK NO.:	05.02	TASK:	MONITORS THE OPERATION OF THE TRAFFIC CONTROL DEVICES EQUIPMENT
KEY PROCESSES/CRITERIA	ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS	
<b>1.1 Prepare and manage Traffic HIRARC</b> 1.1.1 To identify hazard 1.1.2 To analyse risk 1.1.3 Risk control 1.1.4 Site evaluation 1.1.5 HIRARC documentation	<ul style="list-style-type: none"> <li>• Knowledge in:               <ul style="list-style-type: none"> <li>- Classification of hazard</li> <li>- Hazard identification technique/methodology</li> <li>- Analyse and estimate risk</li> <li>- Selection of preventive and control measure</li> <li>- Able to conduct JHA (Job Hazard Analysis)</li> <li>- Able to develop SOP/SWP (Safe Work Procedure)</li> <li>- Review/revise HIRARC documentation</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>- Observation</li> <li>- Supervision</li> <li>- controlling</li> <li>- Analysing</li> <li>- Technical</li> <li>- Value engineering</li> <li>- Verbal and written communication</li> <li>- Coordination</li> <li>- Presentation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• JKR's ATJ 2017</li> <li>• DOSH guidelines</li> <li>• Project management document</li> <li>• Project and job scope</li> <li>• Approved &amp; endorsed CTMP &amp; CTMCP</li> <li>• Software</li> <li>• Relevant References document</li> <li>• Site Data collection</li> <li>• Authority procedures and guidelines</li> <li>• Acts, bylaws, industry standards, practice, guidelines, rules and regulations</li> <li>• DOSH HIRARC guidelines</li> <li>• Decision making document</li> </ul>	

	- Review/revise	
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<b>1.1.6 Involvement of local authorities and client</b>	<ul style="list-style-type: none"> <li>- Understanding, interpretation and implementing project scheduling</li> <li>- Developing and understanding the checklist and inventory on TCD (Traffic Control Devices)</li> </ul>	

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	05	DUTY:	MONITORING AND CONTROL
TASK NO.:	05.03	TASK:	MAINTAINS THE EFFECTIVENESS OF THE CONSTRUCTION TRAFFIC MANAGEMENT CONTROL PLANS
KEY PROCESSES/CRITERIA	ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	Project TOOLS/EQUIPMENT/MATERIALS	
1.1 Obtain approved & endorsed CTMP/CTMCP 1.2 Ensure HIRARC is implemented throughout the working period 1.2.1 HIRARC documentation 1.2.2 Hazard register 1.2.3 Implement HIRARC effectively	<ul style="list-style-type: none"> <li>• Knowledge in:               <ul style="list-style-type: none"> <li>- Establishing ERP/ERT/ERP                   <ul style="list-style-type: none"> <li>○ Able to quote preventive and control measure in place</li> <li>○ Incidents/accidents notification</li> <li>○ Execute diversion, detour or lane closure according to traffic density</li> <li>○ Cordon incidents area</li> </ul> </li> <li>- Placement of traffic control devices</li> <li>- Supervision</li> <li>- Disaster management</li> </ul> </li> <li>• Skills/Attitude:               <ul style="list-style-type: none"> <li>- Observant</li> <li>- Effective communication</li> <li>- Effective liaison</li> <li>- Relationship with disaster management agencies</li> <li>- Analysing</li> <li>- Technical</li> <li>- Verbal and written communication</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Project management document</li> <li>• Disaster management document</li> <li>• Incident/accident reporting guidelines</li> <li>• Contract conditions</li> <li>• Supervisory document</li> <li>• Project and job scope</li> <li>• Authority procedures and guidelines</li> <li>• Acts, bylaws, industry standards, practice, guidelines, rules and regulations</li> <li>• HIRARC guidelines</li> </ul>	



	<ul style="list-style-type: none"><li>- <b>Coordination with local authorities and client</b></li></ul> <b>Presentation</b>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	06	DUTY:	EVALUATION
TASK NO.:	06.01	TASK:	EVALUATES THE OCCURRENCES OF ROAD INCIDENTS/ACCIDENTS WITHIN THE WORK ZONES
KEY PROCESSES/CRITERIA	ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS	
1.1 Study and understand project scope and work zone 1.2 Study and understand the approved and endorsed TMP & TMCP 1.3 Identify HIRARC work zones 1.4 Document and study incidents/accidents statistic 1.5 Document and study incidents/accidents record 1.6 Document and study daily traffic risk report 1.7 Document and study inspection and road safety audit reports	<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>CTM HIRARC</li> <li>Risk Traffic Management</li> <li>Traffic Engineering</li> <li>Project scope and work zone</li> <li>CTMCP stage/sectional plan (scheme)</li> <li>Preparing and presenting reports</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>Analytical skills</li> <li>Soft skills</li> <li>Inter personal skills</li> <li>Reading &amp; understanding drawings</li> <li>Preparing reports</li> <li>Verbal and written communication</li> <li>Consultation</li> <li>Effective Presentation</li> <li>Problem solving</li> <li>Public Relation (PR)</li> <li>Coordination</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Guideline/procedure/technical standards on traffic risk management</li> <li>Daily reporting format on traffic risk management</li> <li>Incidents/accidents reporting format</li> <li>Incidents/accidents statistic</li> <li>Code of practice</li> <li>Construction Industry practice document</li> <li>Best management practice document</li> <li>Media announcement policy &amp; guidelines</li> <li>Inspection and audit reports format</li> <li>Uniform building bye laws</li> <li>Police Act</li> <li>CIDB Act</li> <li>DOSH Act</li> <li>Road transport Act</li> </ul>	

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	06	DUTY:	EVALUATION
TASK NO.:	06.02	TASK:	CONDUCTS SITE VISITS TO GATHER INFORMATION
KEY PROCESSES/CRITERIA	ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS	
1.1 Study and understand project scope and work zone 1.2 Conduct site visit 1.3 Obtain TMP/TMCP stage/sectional plan (scheme) 1.4 Gather information from site	<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>CTM HIRARC</li> <li>Risk Traffic Management</li> <li>Traffic Engineering</li> <li>Project scope and work zone</li> <li>TMP/TMCP stage/sectional plan (scheme)</li> <li>Evaluating of site data</li> <li>Preparing and presenting reports</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>Analytical skills</li> <li>Evaluating skills</li> <li>Command of English &amp; Bahasa Malaysia</li> </ul> </li> </ul> <p>Verbal and written communication skills</p> <ul style="list-style-type: none"> <li>Consultation skills</li> <li>Presentation skills</li> <li>Problem solving skills</li> <li>Public Relation (PR) skills</li> <li>Coordination skills</li> </ul>	<ul style="list-style-type: none"> <li>Project scope and work zone document</li> <li>Guideline/procedure/technical standards on road construction traffic management</li> <li>Code of practice</li> <li>Construction Industry practice document</li> <li>Best management practice document</li> <li>Acts, bylaws industry standards, practice, guidelines, rules, and regulations</li> <li>Project document document</li> <li>As built drawing</li> <li>Approved &amp; endorsed TMP &amp; TMCP</li> <li>Survey drawing</li> </ul>	

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	06	DUTY:	EVALUATION
TASK NO.:	06.03	TASK:	EVALUATES THE INCIDENTS/ACCIDENTS STATISTIC
KEY PROCESSES/CRITERIA	ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS	
1.1 Study and understand project scope and work zone 1.2 Study and understand approved and endorsed CTMP & CTMCP 1.3 Document Traffic HIRARC 1.4 Document and study incidents/accidents statistic 1.5 Document and study incidents/accidents record 1.6 Document and study daily traffic risk report 1.7 Document and study inspection and road safety audit reports	<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>CTM HIRARC</li> <li>Risk Traffic Management</li> <li>Traffic Engineering</li> <li>Project scope and work zone</li> <li>CTMP stage/sectional plan (scheme)</li> <li>Preparing and presenting reports</li> <li>Collection of incident/accident data</li> <li>Evaluating of incident/accident data</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>Analytical skills</li> <li>Report writing skills</li> <li>Command of English &amp; Bahasa Malaysia</li> <li>Verbal and written communication skills</li> <li>Consultation skills</li> <li>Presentation skills</li> <li>Problem solving skills</li> <li>Public Relation (PR) skills</li> <li>Coordination skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Guideline/procedure/technical standards on traffic risk management documents</li> <li>Daily reports on traffic risk management format</li> <li>Incidents/accidents report format</li> <li>Incidents/ accidents statistic format</li> <li>Code of practice</li> <li>Construction Industry practice document</li> <li>Best management practice document</li> <li>Media announcement policy &amp; guidelines</li> <li>Inspection and road safety audit reports format</li> </ul>	

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	07	DUTY:	PREPARES REPORTS
TASK NO.:	07.01	TASK:	PREPARES AND SUBMITS REPORT ON THE OCCURRENCES OF ROAD INCIDENTS WITHIN THE WORK ZONES
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<b>1.1 Notify of the incidents/accidents occurrence</b> <b>1.1.1 Submitting Procedure</b> <b>1.1.2 Communication guidelines</b> <b>1.1.3 Prepare documentation and safe keeping record</b>		<ul style="list-style-type: none"> <li>• <b>Knowledge in:</b> <ul style="list-style-type: none"> <li>- Insurance</li> <li>- Authorities requirements</li> <li>- Documenting contents</li> <li>- Documenting and review HIRARC</li> <li>- Consultation with relevant parties</li> <li>- Law, regulation, guideline, acts, code of practice, orders</li> </ul> </li> <li>• <b>Skills/Attitude:</b> <ul style="list-style-type: none"> <li>- Verbal and written communication skills</li> <li>- Coordination skills</li> <li>- Auditing skills</li> <li>- Analytical skills</li> <li>- Documentation skills</li> <li>- Reporting skills</li> <li>- Liaison skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Insurance Document reference</li> <li>• Data collection format</li> <li>• JKR ATJ's 2017</li> <li>• Authority procedures and guidelines documents</li> <li>• Acts, bylaws and regulations documents</li> <li>• Document filing &amp; retrieval</li> <li>• Police reports</li> <li>• Related traffic agency report</li> </ul>



OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	07	DUTY:	PREPARES REPORTS
TASK NO.:	07.02	TASK:	PREPARES AND ENSURES THE DISPLAY OF UP-TO-DATE CTMP/ <b>CTMCP</b> FOR INSPECTION AND AUDIT
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<b>1.1 Ensure the implementation on site is in accordance to the approved TMP /TMCP</b> <b>Contract document</b> <b>1.1.1 Scope of construction and maintenance</b> <b>1.1.2 Overall Construction work programme</b> <b>1.1.3 Duration of construction</b> <b>1.1.4 Application of traffic control devices and function</b> <b>1.1.5 List of inventory</b>		<ul style="list-style-type: none"> <li>• <b>Knowledge in:</b> <ul style="list-style-type: none"> <li>- Contract and procurement procedure</li> <li>- Understanding approved &amp; endorsed CTMC/CTMCP</li> <li>- Understanding approved &amp; endorsed TMSR</li> <li>- Code of practice</li> <li>- Construction and maintenance work programme</li> <li>- TMT equipment and resources</li> <li>- Technical specification</li> <li>- Compiling Public complaints</li> <li>- Compiling data on LOS</li> <li>- Compiling data on incidents/accidents</li> </ul> </li> <li>• <b>Skills/Attitude:</b> <ul style="list-style-type: none"> <li>- Planning/Scheduling skills</li> <li>- Command of English/Bahasa Malaysia</li> <li>- Monitoring/controlling skills</li> <li>- Summarizing data collected</li> <li>- Evaluation of data</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Approved &amp; endorsed CTMP/CTMCP</b></li> <li>• <b>Contract document</b> <b>JKR ATJ's 2017</b></li> <li>• <b>Approved overall Construction work programme</b></li> <li>• <b>Traffic control devices and equipment schedule</b></li> <li>• <b>Manpower</b></li> <li>• <b>Transport/machinery</b></li> <li>• <b>Checklist for inspection and audit criteria</b></li> <li>• <b>Inventory listing</b></li> <li>• <b>Auditing document</b></li> <li>• <b>Project management document</b></li> </ul>



	<ul style="list-style-type: none"><li>- <b>Inspection skills</b></li><li>- <b>Presentation skills</b></li><li>- <b>Computer literacy skills</b></li><li>- <b>Auditing skills</b></li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	07	DUTY:	PREPARES REPORTS
TASK NO.:	07.03	TASK:	PREPARING THE THREE MONTHS' CONSTRUCTION TRAFFIC MANAGEMENT SAFETY REPORT (CTMSR) FROM DATE OF SITE POSSESSION
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<p>1.2 Ensure the implementation on site three months (3 ) from date of site possession is in accordance to the approved TMP /TMCP Contract document</p> <p>1.1.6 Scope of construction and maintenance</p> <p>1.1.7 Overall Construction work programme</p> <p>1.1.8 Duration of construction</p> <p>1.1.9 Application of traffic control devices and function</p> <p>List of inventory</p>		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>Contract and procurement procedure</li> <li>Understanding/Compliance of Contract conditions</li> <li>Understanding approved &amp; endorsed CTMC/CTMCP</li> <li>Understanding approved &amp; endorsed TMSR</li> <li>Code of practice</li> <li>Construction and maintenance work programme</li> <li>TMT equipment and resources</li> <li>Technical specification</li> <li>Compiling Public complaints</li> <li>Compiling data on LOS</li> <li>Compiling data on incidents/accidents</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>Planning/Scheduling skills</li> <li>Command of English/Bahasa Malaysia</li> <li>Monitoring/controlling skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>S – Curve</li> <li>Approved &amp; endorsed CTMP/CTMCP</li> <li>RSA document</li> <li>Contract document</li> <li>JKR ATJ's 2017</li> <li>Approved overall Construction work programme</li> <li>Traffic control devices and equipment schedule</li> <li>Manpower</li> <li>Transport/machinery</li> <li>Checklist for inspection and audit criteria</li> <li>Inventory listing</li> <li>Auditing document</li> <li>Project management document</li> </ul>

	<ul style="list-style-type: none"><li>- <b>Summarizing data collected</b></li><li>- <b>Evaluation of data</b></li><li>- <b>Inspection skills</b></li><li>- <b>Presentation skills</b></li><li>- <b>Computer literacy skills</b></li><li>- <b>Auditing skills</b></li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	07	DUTY:	PREPARES REPORTS
TASK NO.:	07.04	TASK:	PREPARES AND MAINTAINS THE DAILY RECORDS
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<b>1.1 Ensure the Construction Traffic Management Supervisor (CTMS) updates/upkeeps daily records in the site diary</b> <b>1.1.1 Ensure daily records updating/upkeeping in the site diary</b> <b>1.1.2 Organise workplace information</b> <b>1.1.3 Compile all type of relevant records</b> <b>1.1.4 Ethical standard</b> <b>1.1.5 Technology and equipment used</b>		<ul style="list-style-type: none"> <li>• <b>Knowledge in:</b> <ul style="list-style-type: none"> <li>- Code of Ethic</li> <li>- Contractual requirements</li> <li>- Legal requirements</li> <li>- Code of Practice</li> <li>- Employment and workplace relation legislation</li> </ul> </li> <li>• <b>Skills/Attitude:</b> <ul style="list-style-type: none"> <li>- Report writing skills</li> <li>- Data gathering skills</li> <li>- Command of English &amp; Bahasa Malaysia</li> <li>- Verbal and written communication skills</li> <li>- Analytical skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Site diary checklist</li> <li>• Site diary format</li> <li>• Personnel assigned to sign in the site diary</li> <li>• Code of Practice document</li> <li>• Code of Ethic document</li> <li>• Current relevant guidelines</li> <li>• Contract document</li> <li>• Statutory laws document</li> <li>• Employee Act</li> <li>• Project management document</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	08	DUTY:	PREPARES AND EXECUTES THE EMERGENCY RESPONSE PLAN
TASK NO.:	08.01	TASK:	DEVELOPS ERP BASED ON PROJECT SCOPE AND OBTAINS APPROVAL
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Project scope 1.2 Layout and site plan 1.3 Location of operation 1.4 Hazard and risk assessment 1.5 Mitigation plan 1.6 Roles and responsibility of each team member 1.7 Job scope based on hierarchy 1.8 Organisational chart 1.9 ERP methodology 1.10 National disaster management		<ul style="list-style-type: none"> <li>Knowledge in:               <ul style="list-style-type: none"> <li>Risk management</li> <li>Disaster management</li> <li>Management for emergency</li> <li>Developing team management</li> <li>ERP plan and preparedness</li> <li>Government policies (Majlis Keselamatan Negara No. 20 – Pengurusan Bencana)</li> <li>Government policies (Majlis Keselamatan Negara No. 18 – Pengurusan Keganasan)</li> </ul> </li> <li>Skills/Attitude:               <ul style="list-style-type: none"> <li>Report writing skills</li> <li>People management skills</li> <li>Teamwork skills</li> <li>Verbal and written communication skills</li> <li>Analytical skills</li> <li>Coordination skills</li> <li>Leadership skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Relevant government policies               <ul style="list-style-type: none"> <li>Risk management documentation</li> <li>Disaster management document</li> <li>Team building document</li> </ul> </li> <li>Resources</li> <li>Relevant local authorities and external agencies (ERA)</li> <li>Internal emergency contacts</li> <li>ERP document &amp; guidelines</li> <li>MKN policies &amp; guidelines</li> </ul>

	<ul style="list-style-type: none"><li>- <b>Ethical skills</b></li><li>- <b>Inter personal skills</b></li><li>- <b>Liaison skills</b></li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	08	DUTY:	PREPARES AND EXECUTES THE ERP
TASK NO.:	08.02	TASK:	PREPARES AND EXECUTES ORGANISATIONAL CHART, FLOWCHART ACTION PLAN AND ESTABLISHES EMERGENCY CONTACTS BASE AND EMERGENCY LINE OF COMMUNICATION ON THE APPROVED ERP
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Prepare and execute organisational chart, flowchart action plan and establish emergency contact and emergency line of communication based on the approved ERP		<ul style="list-style-type: none"> <li>• Knowledge in: <ul style="list-style-type: none"> <li>- Essentials for contingency and preparedness planning</li> <li>- Health response must consider with different issues</li> <li>- Documentation</li> <li>- Relevant emergency agencies contacts</li> <li>- ERT roles and responsibility</li> <li>- Line of communication</li> <li>- Communication hierarchy</li> <li>- Safety</li> </ul> </li> <li>• Skills/Attitude: <ul style="list-style-type: none"> <li>- Ability to command and control skills</li> <li>- Report writing skills</li> <li>- Verbal and written communication skills</li> <li>- Analytical skills</li> <li>- Coordination skills</li> <li>- Teamwork skills</li> <li>- Safety awareness skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Relevant government policies</li> <li>• Risk management documentation</li> <li>• Resources document</li> <li>• Relevant local authorities and external agencies</li> <li>• Internal emergency contacts</li> <li>• Safety &amp; health document</li> <li>• Job description &amp; responsibilities of ERT</li> <li>• Line of communication document</li> </ul>

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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	08	DUTY:	PREPARES AND EXECUTES THE ERP
TASK NO.:	08.03	TASK:	EXECUTES AND ACTIVATES THE ERP
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.1 Execute ERP as per policy & guidelines 1.2 Activate ERP as per SOP 1.3 Report as per line of communication		<ul style="list-style-type: none"> <li>Knowledge in: <ul style="list-style-type: none"> <li>Risk management</li> <li>Disaster management</li> <li>Traffic management</li> <li>ERP plan and preparedness</li> <li>Government policies (Majlis Keselamatan Negara No. 20 – Pengurusan Bencana)</li> <li>Government policies (Majlis Keselamatan Negara No. 18 – Pengurusan Keganasan)</li> <li>Essentials for contingency and preparedness planning</li> <li>Health response must consider with different issues</li> <li>Documentation</li> <li>Relevant emergency agencies contacts</li> <li>Coordination</li> <li>Safety</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Relevant government policies</li> <li>Risk management documentation</li> <li>Resources document</li> <li>Relevant local authorities and external agencies</li> <li>Internal emergency contacts</li> <li>Safety &amp; health document</li> <li>Job description &amp; responsibilities of ERT</li> <li>Line of communication document</li> <li></li> </ul>

	<ul style="list-style-type: none"><li>• <b>Skills/Attitude:</b><ul style="list-style-type: none"><li>- <b>Ability to command and control skills</b></li><li>- <b>Report writing skills</b></li><li>- <b>Verbal and written communication skills</b></li><li>- <b>Analytical skills</b></li><li>- <b>Coordination skills</b></li><li>- <b>Teamwork skills</b></li><li>- <b>Safety awareness skills</b></li></ul></li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	09	DUTY:	DEMONSTRATE EFFECTIVE LEADERSHIP, COMMUNICATION AND LIAISON
TASK NO.:	09.01	TASK:	UNDERSTAND ROLE AND RESPONSIBILITIES
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
1.0 Accreditation of CTMO by CIDB 1.1 Duties of a competent CTMO 1.2 Duties as stipulated in the letter of appointment 1.4 Position in the organization chart.		<ul style="list-style-type: none"> <li>• Knowledge in: <ul style="list-style-type: none"> <li>- Traits of leadership</li> <li>- Reporting to</li> <li>- Answerable to</li> <li>- Responsible for</li> <li>- Accountable for</li> <li>- Leading of</li> <li>- Leadership styles</li> <li>- Motivation</li> <li>- Teamwork</li> <li>- Ethics</li> <li>- Integrity</li> </ul> </li> <li>• Skills/Attitude: <ul style="list-style-type: none"> <li>- Acquire traits skills</li> <li>- Report writing skills</li> <li>- Verbal and written communication skills</li> <li>- Analytical skills</li> <li>- Coordination skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Leadership documents and training</li> <li>• Administration documents &amp; procedure</li> <li>• Organizational chart</li> <li>• Employees Act</li> <li>• Team building documents and training</li> <li>• Ethics and integrity documents and training</li> <li>• On the job training</li> </ul>

	<ul style="list-style-type: none"><li>- <b>Teamwork skills</b></li><li>- <b>Safety awareness skills</b></li><li>- <b>- Motivation skills</b></li><li>- <b>- People skills</b></li><li>- <b>- Team building</b></li><li>- <b>Sincere</b></li><li>- <b>- Trustworthy</b></li></ul>	
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OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	09	DUTY:	DEMONSTRATE EFFECTIVE LEADERSHIP, COMMUNICATION AND LIAISON
TASK NO.:	09.02	TASK:	PERFORM LEADERSHIP ROLE INCORPORATING ETHICS AND INTEGRITY PRACTICES
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<p>2.1 Employ competent, experience and skilful supporting staffs.</p> <p>2.2 Employ accredited skilled and unskilled workers by CIDB.</p> <p>2.3 Regularly evaluate and assessed performance of staffs and workers.</p>		<ul style="list-style-type: none"> <li>• Knowledge in: <ul style="list-style-type: none"> <li>- Identifying , evaluating &amp; selecting suitable candidates</li> <li>- CIDB acts, rules and regulations</li> <li>- HR rules and regulations</li> <li>- Evaluation and assessment of performance</li> <li>- Safety &amp; health</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>- Interview skills</li> <li>- Reading skills</li> <li>- Ability to command and control skills</li> <li>- Report writing skills</li> <li>- Verbal and written communication skills</li> <li>- Analytical skills</li> <li>- Coordination skills</li> <li>- Teamwork skills</li> <li>- Safety awareness skills</li> <li>- Evaluation skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Human resource document</li> <li>- CIDB ACT 520</li> <li>- DOSH Act</li> <li>- Leadership documents and training</li> <li>- Performance policy and guidelines document</li> <li>- Construction management</li> <li>- Ethics and integrity documents</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	09	DUTY:	DEMONSTRATE EFFECTIVE LEADERSHIP, COMMUNICATION AND LIAISON
TASK NO.:	09.03	TASK:	KNOW THE LEVEL AND LINE OF AUTHORITY
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
3.1 Obtain the company's organization chart 3.2 Obtain the Consultant's organization chart 3.3 Obtain the Client's organization chart 3.4 Obtain the authorities organization chart		<ul style="list-style-type: none"> <li>Knowledge in               <ul style="list-style-type: none"> <li>Company's Human resource policy</li> <li>Acts, Bye laws, standards, code of practice, rules and regulations</li> <li>Approvals process</li> </ul> </li> </ul> <p>Skills/Attitude:</p> <ul style="list-style-type: none"> <li>Command of English and Bahasa Malaysia</li> <li>Reading skills</li> <li>Verbal and written communication skills</li> <li>Coordination skills</li> <li>Teamwork skills</li> </ul>	<ul style="list-style-type: none"> <li>HR handbook on policies</li> <li>Acts, Bye laws, standards, code of practice, rules and regulations documents</li> <li>Approvals procedure document</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	09	DUTY:	DEMONSTRATE EFFECTIVE LEADERSHIP, COMMUNICATION AND LIAISON
TASK NO.:	09.04	TASK:	ORGANIZE AND DEVELOP AN EFFECTIVE TEAM WORK
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<p>4.1 Understand the scope of work for CTMP/CTMCP</p> <p>4.2 Identify the staffs required.</p> <p>4.3 Identify the skilled and unskilled workers required.</p> <p>4.4 Assign specific tasks to staffs and skilled &amp; unskilled workers.</p> <p>4.5 Participate actively in construction project meetings.</p> <p>4.6 Communicate &amp; liaise regularly with relevant parties.</p>		<ul style="list-style-type: none"> <li>• Knowledge in: <ul style="list-style-type: none"> <li>- Scope of work</li> <li>- Drawings</li> <li>- Specifications</li> <li>- Roles and responsibilities of personnel</li> <li>- Roles and responsibilities of all related parties</li> </ul> </li> <li>• Skills/Attitude: <ul style="list-style-type: none"> <li>- Command of English and Bahasa Malaysia</li> <li>- Reading skills</li> <li>- Presentation skills</li> <li>- Report writing skills</li> <li>- Verbal and written communication skills</li> <li>- Analytical skills</li> <li>- Coordination skills</li> <li>- Teambuilding skills</li> <li>- Safety awareness skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Contract document</li> <li>- Approved &amp; endorsed CTMP/CTMCP</li> <li>- Approved specification</li> <li>- Organization chart for clients, consultants, contractors and authorities</li> <li>- Effective teamwork document and training</li> </ul>

OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	09	DUTY:	DEMONSTRATE EFFECTIVE LEADERSHIP, COMMUNICATION AND LIAISON
TASK NO.:	09.05	TASK:	ORGANIZE AND DEVELOP AN EFFECTIVE LINE OF COMMUNICATION
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<p>5.1 Understand the scope of work for CTMP/CTMCP.</p> <p>5.2 Participate actively in construction project meetings such as management, site, coordination, liaison and staff.</p> <p>5.3 Communicate regularly within company's organization and external relevant parties</p>		<ul style="list-style-type: none"> <li>• Knowledge in: <ul style="list-style-type: none"> <li>- Scope of work</li> <li>- Drawings</li> <li>- Specification</li> <li>- Level &amp; line of authority of personnel</li> <li>- Level &amp; line authority of all related external parties</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>- Command of English and Bahasa Malaysia</li> <li>- Reading skills</li> <li>- Presentation skills</li> <li>- Report writing skills</li> <li>- Verbal and written communication skills</li> <li>- Analytical skills</li> <li>- Coordination skills</li> <li>- Teambuilding skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Contract document</li> <li>- Approved &amp; endorsed CTMP/CTMCP</li> <li>- Approved specification</li> <li>- Organization chart for clients, consultants, contractors and authorities</li> <li>- Effective Communication document</li> </ul>



OCCUPATION: CONSTRUCTION TRAFFIC MANAGEMENT OFFICER (LEVEL 4)			
DUTY NO:	09	DUTY:	DEMONSTRATE EFFECTIVE LEADERSHIP, COMMUNICATION AND LIAISON
TASK NO.:	09.06	TASK:	ORGANIZE AND DEVELOP AN EFFECTIVE LINE OF LIAISON
KEY PROCESSES/CRITERIA		ENABLING REQUIREMENTS (KNOWLEDGE, SKILLS, ATTITUDE AND SAFETY)	TOOLS/EQUIPMENT/MATERIALS
<p>6.1 Understand the scope of work for CTMP/CTMCP.</p> <p>6.2 Participate actively in construction project meetings such as management, site, coordination, liaison and staff.</p> <p>6.3 Liaise regularly within company's organization and external relevant parties</p>		<ul style="list-style-type: none"> <li>• Knowledge in: <ul style="list-style-type: none"> <li>- Scope of work</li> <li>- Drawings</li> <li>- Specification</li> <li>- Level &amp; line of authority of personnel</li> <li>- Level &amp; line authority of all personnel related to external parties</li> </ul> </li> <li>Skills/Attitude: <ul style="list-style-type: none"> <li>- Command of English and Bahasa Malaysia</li> <li>- Reading skills</li> <li>- Presentation skills</li> <li>- Report writing skills</li> <li>- Verbal and written communication skills</li> <li>- Interpersonal skills</li> <li>- Soft skills</li> <li>- Teambuilding skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Contract document</li> <li>- Approved &amp; endorsed CTMP/CTMCP</li> <li>- Approved specification</li> <li>- Organization chart for clients, consultants, contractors and authorities</li> <li>- Effective Liaison document</li> </ul>

