

TRAFFIC CONTROL OFFICER

Position Purpose:

The purpose of this position is to direct and manage the flow of traffic; all other related work as required. The Traffic Control Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs functions primarily based on clearly prescribed standard practice but frequently required to make decisions, which involve choice of action within limits defined by standard practice and instructions. Tasks are completed with little supervision in the field.

Supervision Received: Works under the general direction of the Police Chief and in accordance with applicable Maine State Laws, town policies and ordinances, and relevant state, federal, and local regulations and standards, referring all unusual cases to supervisor. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: None.

Job Environment:

Majority of work is performed outdoors, with frequent exposure to varying weather conditions and situations endangering personal safety. Adverse environmental conditions may include dust, dirt, pollen, wetness, humidity, rain, temperature and noise extremes, traffic hazards, bright/dim lights. Wears appropriate uniform and equipment.

Operates a two-way radio.

Makes frequent contacts with the general public and other police department personnel. Contacts usually involve an information exchange dialogue.

Has access to department-related confidential information, such as criminal investigation records, lawsuits, and highly sensitive personal information about citizens; the application of appropriate judgment, discretion and professional office protocols is required.

Errors could cause confusion and delay, and on occasion could be costly to correct or could jeopardize personal safety, the safety of fellow officers and the general public.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Directs and expedites the flow of traffic at busy intersections during periods of traffic congestion to ensure the free flow of traffic and the safety of pedestrians.

Ensures the safety of pedestrians crosswalks by stopping traffic using appropriate signals.

Directs traffic to allow the safe, expedient passage of emergency vehicles and school buses.

Provides first aid and emergency medical services to persons who are seriously ill or injured. Takes precautions to secure accident scenes.

Reports to the proper department or agency matters affecting public safety, such as malfunctioning streetlights, tree hazards, flooding, downed electric wires and any conditions endangering public safety.

Assists citizens requesting assistance or information. Answers questions from the public.

Secures, receipts, and properly transports all evidence and property coming into custody.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School graduation or equivalent.

Knowledge, Ability and Skill:

Knowledge. Working knowledge of the traffic laws and regulations.

Ability. Ability to direct traffic. Ability to communicate clearly and concisely using hand signals. Ability to analyze and interpret laws, ordinances, rules, regulations, standards, and procedures and to apply them to specific situations and cases. Ability to work without direct supervision.

Skill: Skill in directing traffic.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regularly required to walk, run, stand. Uses arms and hands to direct traffic. May spend a large portion of shift standing and/or walking. Ability to talk. Communicates verbally. Vision and hearing at/or correctable to normal ranges; ability to adjust focus. Must be able to

hear normal sound, distinguish sound, and communicate. Tasks require ability to discriminate colors or shades of colors.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)