

Town of Sutton
Police Department

Title: Traffic Control Agent
Department: Police
Reports to: Police Chief

Summary

While working under the general direction of the Police Chief, Traffic Control Agents direct and control traffic to ensure its smooth and safe flow. Traffic Control Agents must demonstrate a firm commitment to carry out assignments in a competent, timely and professional manner. The power of Traffic Control Agents is strictly limited to the direction, control, and regulation of vehicular traffic. Such power shall only be exercised when in uniform and only while performing an official assignment given by the Police Department (The Department).

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 coordinates traffic around construction sites, during parades or emergencies using hand signals and signs at assigned locations, including manually directing traffic, operating traffic signal controls and placing and retrieving traffic cones and barricades to safely direct and control traffic flow as directed.

Traffic Control Agents shall be familiar with and conduct duties in accordance with the individual project's Construction Zone Safety Plan; shall obey, without reservation, the regulations of the department and all lawful commands of police officers. Upon request by a Police Officer, Traffic Control Agents shall support, aid, and assist police officers in the lawful performance of their officer duties, within the scope of Traffic Control Agents duties as outlined in this job description.

Observes and reports hazardous conditions/situations to the appropriate designated Police contact.

Answer questions regarding detours and renders assistance to motorists when appropriate on duty and where appropriate.

Assists the public with information regarding directions, street locations, etc.

Communicate with other Traffic Control Agents, officers & construction personnel at the construction site.

Shall remain at the assigned location for the hours scheduled or until relieved.

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

Supervision Received and Exercised

Works under the general direction of the Police Chief. Traffic Control Agents are utilized, at the sole discretion of the Police Chief, to direct traffic and facilitate the smooth flow of vehicular and pedestrian traffic.

Upon request by a Police Officer, Traffic Control Agents shall support, aid, and assist police officers in the lawful performance of their officer duties, within the scope of Traffic Control Agents duties as outlined in this job description.

Qualifications

Education, Training and Experience: High School equivalency and CPR training. Eight (8) hours of training in traffic control as required by the Police Chief. Some conditions may be waived if training requirements can be otherwise verified.

Knowledge of: Hand traffic signals, signs, cone/traffic patterns, and manual operation of traffic signals with little to no supervision during the course of the assignment. An initial traffic management class will be required for all Traffic Control Agents not formally police officers; the Town's geography, streets, and businesses are required. Knowledge of the project management plan when working at construction locations.

Ability to: Successfully pass a criminal background check prior to assuming any duties; ability to communicate effectively with construction crews, police officers and the motoring and pedestrian public. Ability to greet drivers and pedestrians with a friendly, outgoing manner and to interact with a diverse population is essential.

Skill: Strong attention to detail, assertiveness, clear communication, use of hand signals, identifying traffic patterns and manual operation of traffic signals; strong organizational skills to set up cones and maintaining traffic patterns around construction sites.

Required Licensing/Certification: Certification by The American Traffic Safety Services Association (ATSSA) or similar instruction in traffic control. Retired officers may have this requirement waived. Active U.S. Driver's License.

Job Environment

- Majority of work is performed outdoors with exposure to temperature extremes and inclement weather.
- Subject to the hazards associated with construction sites and working with/around moving traffic. Moderate to high noise levels resulting from construction equipment and machinery, as well as traffic.
- Required to perform work while walking on uneven terrain.
- Upon request by a Police Officer, Traffic Control Agents shall support, aid, and assist police officers in the lawful performance of their duties.

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Physical Requirements

The physical demands described 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.

- Traffic Control Agents shall provide the Lieutenant a letter by May 1st of each year signed by a registered physician stating that such person is capable of performing the duties of a Traffic Control Agent as described herein this job description.
- The ability to stand for extended periods of time.
- Frequently lifts or moves up to 30 pounds. Rarely lifts or moves up to 50 pounds.
- Work is generally performed outdoors under variable and occasionally extreme weather conditions.
- Vision and hearing are at or correctable to normal ranges.

Traffic Control Agents will arrive at their assignment, in accordance with Sutton Police Department directives in town-approved uniforms and carrying town-approved equipment, including a portable radio.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Equal Opportunity/Americans with Disabilities Act Employer