



Job Specification

Job Title: Traffic Control Officer	FLSA Type: Non-Exempt	Date Established:
Department: Police	EEO Code: 03	Date Revised: 11/21/2016
Class Code: 33-93-02	Reports To:	Date Approved: 08/23/2019

Job Summary

Under general direction, ensures the safe movement of pedestrians, vehicles, and bicycles as needed during peak traffic times, during special events or at accident scenes. Traffic Control Officers may need to take appropriate enforcement action to maintain compliance with traffic laws and enforce parking regulations as needed. Traffic Control Officers will not engage in traffic enforcement duties but will engage in traffic and crowd control under the guidance of, and in conjunction with certified Police Officers and Supervisors.

Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Directs traffic to promote continuous mobility and prevent gridlock.
- Assists in traffic control during, before and after special events, in high congested areas and on unsafe roads.
- Assists in crowd management duties during large events.
- Responds to accidents or stranded motorists.
- Testifies in court.
- Calls for backup if needed.
- Provides road assistance to motorists and gives directions if necessary.
- Directs traffic flow and reroutes traffic in case of accidents or emergencies.
- Notifies supervisor or certified Police Officer of people who may have violated motor vehicle laws and pedestrian violations.
- Prepares required reports.
- Assists in parking enforcement as directed by the supervisor or certified Police Officer.
- Supports police when they are managing traffic incidents.
- Provides rolling road closures to hold traffic back to allow removal of debris, installation of temporary traffic management equipment and other purposes.
- Provides temporary road closures as directed by the supervisor or certified Police Officer

Qualifications (required):

- High school graduation or G. E. D.
- Previous experience with enforcing regulations is a plus.

Knowledge, Skills, and Abilities

- Knowledge of basic traffic laws.
- Skill in communicating verbally and in writing.

- Skill in exercising tact, diplomacy, and patience with diverse groups of people.
- Skill in utilizing available information to make quick and accurate decisions regarding action needed.
- Skill in conflict resolution and negotiation.
- Skill in following and giving directions.
- Ability to work under pressure.
- Ability to pay close attention to details.
- Ability to clearly communicate by radio.
- Ability to think strategically, problem-solve, exercise good judgment and make sound decision.
- Ability to manage conflict and resolve issues efficiently and effectively.
- Ability to provide excellent customer service and develop interpersonal respect and credibility with diverse groups.
- Ability to work autonomously and exercise excellent judgment in outlined areas of responsibility.

Licenses, Certifications, and Other Special Requirements:

Valid State of Michigan Operator License.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Physical Demands

Must be able to lift 20 lbs.

Work Environment

Work is performed usually outdoors in all types of weather.

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.

Notes: Sub-Classifications:

33-93-01 Traffic Control Officer –Special Service