

TOWN OF CHILMARK

CHILMARK POLICE DEPARTMENT

POSITION DESCRIPTION

1. **Position Title:** Traffic Officer (seasonal)

2. **Supervisor:** Works under direct supervision of the shift supervisor, or senior officer on the shift.

3. **General Description of Duties:**

Special duty police work to supplement regular police officers in traffic control and parking enforcement functions; all other related work as required.

4. **Specific Duties and Responsibilities**

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.

Patrols, or is posted at, specific locations to perform varied traffic control and parking enforcement functions.

Directs the flow of traffic; assists the general public; identifies parking violations. Issues tickets, and/or takes appropriate action.

Has constant contact with general public and must interact appropriately, tactfully and patiently.

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

5. **Supervisory Responsibilities:**

Performs specific functions based on clearly prescribed standard practice; may be required to make decisions which involve choice of action, within limits defined by standard practice and instructions.

Work does not normally include supervisory responsibilities.

6. **Time Requirements:** Seasonal, 40 hours per week.

7. **Special Circumstances:** Work may be performed under hazardous conditions.

8. **Qualifications:**

Education and Experience:

High School diploma; six months of experience in a position involving substantial interaction with the general public preferred; or an equivalent combination of education and experience.

knowledge, Abilities and Skill:

Knowledge: Working knowledge of department operations and functions.

Ability: Ability to follow instructions and work with limited supervision. Ability to communicate clearly and concisely. Ability to interact with general public appropriately and patiently.

Skill: Communication and public relation skills.

9. Work Environment:

Work is generally performed in the field under varying weather conditions. Regular schedule requires working various shifts, including evenings and weekends.

10. Physical Requirements:

The employee is required to exert moderate physical effort. The employee is frequently required to stand, walk, talk, and listen. Vision requirements include the ability to read routine documents and make fine visual distinctions.

Approved by the Personnel Board on February 1, 2001

This position is placed on Grade 5.