

CITY OF PIKEVILLE
Job Description

Job Title: Traffic Control Officer
Name: _____
Department: Police/100-0031
Immediate Supervisor: _____
Supervisors Title: _____
Date: _____

SUMMARY

Patrol assigned area, such as public parking lot or city streets to issue tickets to overtime parking violators and illegally parked vehicles. To perform this job successfully, an individual must be able to perform each essential duty fully and completely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrol an assigned area by vehicle or on foot to ensure public compliance with existing parking ordinance and patrol properties to maintain safety.
- Respond to and make calls using phones or radios to relay information regarding parking violations and complaints including incidents or emergencies.
- Write warnings and citations for illegally parked vehicles.
- Mark tires of parked vehicles with chalk and record time of marking and return at regular intervals to ensure that parking time limits are not exceeded.
- Observe and report hazardous conditions such as missing traffic signals or signs, and street markings that need to be repainted
- Monitor environmental conditions to detect hazards.
- Maintain proper documentation and paperwork in regards to citations, issues, incidents, etc.
- Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

SUPERVISORY RESPONSIBILITIES

This position requires no supervisory duties.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or three to six months related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE, ABILITIES, & SKILLS

- Read, analyze and interpret general business/government regulations
- Able to effectively present information and respond to questions from groups of managers, clients, customers and the general public
- Effectively communicate with the general public and ability to diffuse situations if needed.
- Able to apply basic algebraic and geometric concepts in everyday situations.
- Skilled in interpreting various technical instructions in multiple formats including diagrams, tables, etc.

- Knowledge of City of Pikeville ordinances and policies that impact parking, traffic, vehicles, and other pertinent subjects that could impact the successful performance of position duties.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Kentucky operator’s license is required.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee frequently is required to walk extensively for periods of time. The distance can be upwards of 10 miles a day. One must regularly lift and/or move up to 10 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made in order to perform the essential functions of the position.

WORK ENVIRONMENT

While performing the duties of this job, the employee encounters multiple environmental conditions. Employees can be frequently exposed to wet and/or humid conditions or very high, precarious places. The potential environment could include moving mechanical parts, fumes or airborne particles, outside weather conditions including extreme cold and extreme heat, and risk of electrical shock. The employee is occasionally exposed to toxic or caustic chemicals, explosives, radiation risk, and vibration. On average, the noise level in the work environment is moderate.

DESIRABLE, PERSONAL, AND CHARACTER QUALIFICATIONS

1. Good character, courteous, and pleasant mannerisms.
2. Must have patience, tact, and cheerful disposition and enthusiasm.
3. Must have integrity, initiative, good judgement and be trustworthy and honest.
4. Must be neat in appearance and possess a high degree of cleanliness and personal hygiene.
5. Must be willing to cooperate and work with all personnel.

I _____ have read the above job description and fully understand the requirements set forth therein. I agree to abide by the requirements and will perform all duties and responsibilities to the best of my ability.

DATE

SIGNATURE OF EMPLOYEE

DATE

HUMAN RESOURCES