

City of Fort Worth, Texas Job Description

Classification Title	Traffic Control Technician		
Job Code:	PS5210	Job Family:	Public Safety
Pay Grade	507	Date Reviewed:	06/06/15
FLSA Status	Nonexempt	Date Revised:	06/10/17

GENERAL SUMMARY

Keeps traffic moving safely and efficiently in assigned area of City, removes abandoned vehicles from shoulder of freeway and residential areas, and assists officers with accidents by establishing safety zones and controlling traffic.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

When Assigned to Abandoned Vehicle Enforcement (AVE):

1. Directs and monitors the flow of vehicular and pedestrian traffic around accidents and stranded motorists, during special events, and at intersections when traffic signals are malfunctioning.
2. Assists officers in traffic related accidents and tows illegally parked vehicles, abandoned vehicles and vehicles from accident scenes.
3. Assists stranded motorists and coordinates with other agencies to ensure citizens and their vehicles are moved from hazardous locations on the freeways
4. Responds to reports of road hazards such as missing manhole covers or hazardous objects on the streets and freeways.
5. Successfully completes all required training such as National Incident Management Systems, Freeway Incident Management, Texas Law Enforcement Telecommunications System, etc.
6. Employs safe work practices and follows safety guidelines; follows preventative maintenance schedule for equipment.
7. Writes clear and concise reports.
8. Performs other duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When Assigned to Central Division – Bike Unit:

1. Performs administrative duties by staffing front desk, performing red light reviews, and making mail runs.
2. Performs parking enforcement related to children and animals left in cars, abandoned vehicles and other parking issues; issues citations as appropriate.
3. Performs other duties as required.
4. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Basic traffic laws, parking ordinances and point control.
 - Methods and procedures of radio communication.
 - Equipment and materials related to traffic control.
 - Basic procedures and techniques related to assisting police officers related to traffic control.
 - Common safety precautions and practices.
 - General departmental policies and regulations.
 - Hand signals related to traffic control.
 - Report writing.
 - Freeway management.
 - Mobile data computers.
 - Texas Law Enforcement Telecommunication System.
- **Skill in:**
 - Operating assigned equipment.
 - Oral and written communications.
 - Making observations.
 - Maneuvering through traffic.
- **Ability to:**
 - Drive a motor vehicle throughout the city.
 - Communicate effectively with citizens.
 - Work without direct supervision.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and one year of experience related to traffic control, report writing, customer service or related experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.