

**POSITION DESCRIPTION**

**SCHEDULE C**

**Town of Needham**

**3/2017**

**TRAFFIC SUPERVISOR**

**DEFINITION**

Under general supervision of the Safety Officer, responsible for directing traffic at assigned road crossings to protect school children and to provide for the orderly movement of traffic.

**ESSENTIAL FUNCTIONS**

Specific duties include, but are not limited to:

- Promptly report directly to assigned crossing station on a daily basis and remain there until the conclusion of the assignment.
- Ensure that children and members of the public who may be present at the location during the assignment use the proper crossing locations and that no child or individual is in the street while traffic is moving.
- Be alert for present or potential traffic hazards in the area surrounding the assigned crossing. Submit a written report to the Safety Officer of any such hazards including recommendations for remedial steps to be taken.
- May be assigned to patrol areas and issue tickets for observed parking violations.
- May serve as back up matron to search and maintain observation of female prisoners.
- Perform other related duties as required.

**MINIMUM QUALIFICATIONS**

Duties require:

- High school diploma or G.E.D.
- Skill in dealing with the public.
- Valid Massachusetts Drivers' License.
- One to three years of related experience preferable.
- Incumbent must be reliable and dependable.
- Successful completion of a Criminal Offender Record Information check.

**SUPERVISORY RESPONSIBILITY**

None.

**PHYSICAL ELEMENTS**

Regular periods spent outside subject to weather conditions while completing assignments.

Some travel by private care within Town.

Sustained periods of standing and walking.