

<p><b><u>JOB DESCRIPTION</u></b></p> <p><b>CONTRACTUAL POSITION</b></p>	
<b>JOB TITLE: DEPUTY CHIEF TRAFFIC WARDEN</b>	
<b>JOB SUMMARY:</b>	
The incumbent is required to assist the Chief Traffic Warden in providing effective and efficient management of the Traffic Warden System.	
<b>REPORTS TO:</b>	Chief Traffic Warden
<b>SUPERVISION GIVEN TO:</b>	Assistant Chief, Supervisors, Traffic Wardens III, II & I
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• Supervises Assistant Chief and Traffic Warden Supervisors.</li> <li>• Assists in the provision of overall strategic planning and direction for the effective administration and operation of the Traffic Warden System.</li> <li>• Assists the Chief Traffic Warden in monitoring and evaluating the functioning and performance of the administration and operations of the Traffic Warden Department.</li> <li>• Collaborates with the leadership of the Trinidad and Tobago Police Service in support of the enforcement of traffic laws.</li> <li>• Assists the Chief Traffic Warden in preparing reports on the general performance of the Traffic Warden Department as may be required from time to time.</li> <li>• Reviews reports of units within the Traffic Warden Department.</li> <li>• Monitors the performance of the Assistants, Supervisors, Traffic Warden III, II &amp; I.</li> <li>• Maintains data on the performance of the Traffic Warden Department.</li> <li>• Performs any other related duties as directed by his/her superiors.</li> </ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>ROLE SPECIFIC TRAINING:</b>	<ul style="list-style-type: none"> <li>• Training as evidenced by higher academic qualifications and experience to fulfill the scope of responsibilities of a Deputy Chief Traffic Warden.</li> </ul>

**KNOWLEDGE,  
SKILLS AND  
ABILITIES :**

- Superior leadership skills and the ability to work as part of a team.
- Excellent written and oral communication skills.
- Extensive knowledge and appreciation of the Motor Vehicles and Road Traffic Act.
- Ability to work independently with little or no supervision.
- Superior decision making, problem solving and conflict management skills.
- Intimate knowledge and appreciation of the aims, objectives and purpose of the Traffic Warden System.
- Strong organizational and interpersonal skills.
- Ability to work effectively in a demanding environment.

**MINIMUM EXPERIENCE AND TRAINING:**

- A Bachelor's Degree in a Management, Administration, Security or Criminal Justice discipline from a recognized institution OR an equivalent combination of education and training as evidenced by at least eight (8) years experience in a law enforcement supervisory or management position.
- Possession of a valid Trinidad and Tobago Driver's permit.