

JOB DESCRIPTION**CONTRACTUAL POSITION****JOB TITLE: TRAFFIC ENFORCEMENT COORDINATOR****JOB SUMMARY:**

The incumbent is required to perform efficient operational and managerial duties associated with the Traffic Enforcement Centre (TEC). Duties include supervising and coordinating the work of the Centre to ensure the smooth enforcement of the Red Light Camera System; Spot Speed Camera System; Demerit Points System and Fixed Penalty Ticketing System and also to ensure that the Traffic Enforcement Centre acts as a liaison between the Judiciary, Trinidad and Tobago Police Service; Licensing Division and related agencies in furtherance of the Motor Vehicles and Road Traffic Act 48:50.

REPORTS TO:**Transport Commissioner****SUPERVISION GIVEN TO:**

Legal Officers, Information & Communication Support Officers, Business Operations Coordinator, Business Operations Assistant I & II, Inspection Officers, Red Light Enforcement Officers, Fixed Penalty/Citation Processing Officers, Demerit Point Processing Officers

DUTIES AND RESPONSIBILITIES:

- Perform duties as assigned by the Transport Commissioner for the proper management of the Traffic Enforcement Centre.
- Supervises subordinates to ensure that the mandate of the centre is achieved;
- Ensures that the centre operates with a management system that ensures the interconnectivity of all external agencies for the efficient functioning of the centre;
- Ensures that the internal protocols and code of conduct of the centre are properly established and enforced to guarantee public confidence and evidential reliability of all data;
- Ensures that all staff are properly trained and certified (where necessary) before they are assigned duties in the centre;
- Ensures that the internal protocols for the operation of citation notices for Red Light Camera and Spot Speed Systems are rigidly adhered to;
- Ensures that all information relating to the payment and non-payment of Fixed Penalty Tickets are accurately recorded and that in instances of non-payment, the appropriate information is prepared for action by the Licensing Authority as required by law;
- Ensures that all information relating to Demerit Points are collated and accurately assigned to the driving records of drivers;
- Ensures that protocols are scrupulously followed to ensure the confidentiality of all personal data at the licensing division;
- Prepares reports and analyses data that will be utilized by policy makers;
- Ensures that all staff members of the Centre subscribes to the highest standards of discipline and ethics;
- Ensures that the Licensing Division discharges its duties and powers under the Motor Vehicles and Road Traffic Act 48:50 as it relates to Demerit Points, non-payment of fixed penalty tickets and citation notices.

