

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: TRAFFIC WARDEN I

JOB SUMMARY:

The incumbent is required to keep the roads clear of illegally parked vehicles, to ensure the smooth flow of traffic and to enforce traffic regulations.

REPORTS TO:	Traffic Warden III, II, Supervisor and other senior officers
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SUPERVISION GIVEN TO:	N/A
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DUTIES AND RESPONSIBILITIES:

- Promotes and ensure road safety for both vehicles and pedestrians by contributing to effective traffic management.
- Ensures compliance and enforcement of the Laws of Trinidad and Tobago in respect of the Motor Vehicles and Road Traffic Act.
- Assists the Trinidad and Tobago Police Service in the control and regulation of road traffic.
- Patrols designated areas and ensure that motorists adhere to parking regulations.
- Issues 'Fixed Penalty Notices' as necessary, issue verbal warnings and educate the public as appropriate.
- Conducts and regulate traffic as required to ease congestion.
- Attends court and give evidence related to his/her functions.
- Provides advice, assistance and directions to members of the public including advising motorists of available parking facilities etc.
- Transports personnel to and from work base and duty location.
- Performs any other related duties as directed by his/her superiors.

KNOWLEDGE, SKILLS AND ABILITIES

ROLE SPECIFIC TRAINING:	<ul style="list-style-type: none">• Training as approved by the Trinidad and Tobago Police Service Academy to fulfill the scope of responsibility of Traffic Wardens.
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KNOWLEDGE, SKILLS AND ABILITIES :	<ul style="list-style-type: none">• Ability to demonstrate respect, courtesy and restraint when dealing with members of the public.• Ability to communicate clearly and concisely with a broad spectrum of individuals.• Ability to demonstrate an understanding and commitment to customer service delivery.• Ability to compose and prepare documents such as letters, memoranda, minutes and reports.• Ability to work long and irregular hours as part of a team.
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| | <ul style="list-style-type: none">• Confidence and ability to deal with others tactfully and with sensitivity.• Ability to work on his/her own initiative and unsupervised.• Ability to adopt a problem solving approach.• Ability to ride a motorized vehicle. |
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MINIMUM EXPERIENCE AND TRAINING:

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| <ul style="list-style-type: none">• A minimum of three (3) CXC/GCE O' Level passes including English Language OR an equivalent combination of education, experience and training in a closely related field.• Possession of a valid Trinidad and Tobago driver's permit. |
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