

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: TRAFFIC WARDEN SUPERVISOR

JOB SUMMARY:

The incumbent is required to provide competent leadership skills for the effective functioning of the District to which he/she is assigned.

REPORTS TO:	Assistant Chief, Deputy & Chief Traffic Warden
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SUPERVISION GIVEN TO:	Traffic Warden III, II & I
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DUTIES AND RESPONSIBILITIES:

- Supervises Traffic Warden III, II & I.
- Provides advice and guidance to Traffic Wardens in the execution of their duties.
- Ensures compliance and enforcement of the laws of Trinidad and Tobago in respect of the Motor Vehicles and Road Traffic Act.
- Analyzes road use and traffic movement patterns to develop strategies to facilitate the easy flow of traffic.
- Assists the Trinidad and Tobago Police Service in the control and regulation of road traffic.
- Advises and assist Traffic Wardens in the preparation of case files.
- Prepares various reports on the general performance of the Unit and its personnel for the information of the Chief, Deputy Chief and Assistant Chief Traffic Warden.
- Prepares and compiles qualitative and quantitative data with respect to traffic offenses etc. in order to support the decision making process.
- Responsible for the Training and Development, Welfare and Discipline of subordinates.
- Prepares Performance Appraisals reports on subordinates.
- 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 evidenced by higher academic qualifications and experience to fulfill the scope of responsibilities of Traffic Warden Supervisor.
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**KNOWLEDGE,
SKILLS AND
ABILITIES :**

- Ability to work effectively in a demanding environment.
- Excellent written and oral communication skills.
- Knowledge and appreciation of the Motor Vehicles and Road Traffic Act.
- Knowledge of the 'Policing for the People' philosophy.
- Expert knowledge of Fixed Penalty Notices.
- Ability to demonstrate an understanding and commitment to customer service delivery.
- Ability to work as part of a team and to interact effectively with other groups/agencies.
- Ability to work long and irregular hours as part of a team.
- 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 operate a motorized vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- An Associate 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 five (5) years' experience in a law enforcement supervisory or management position.
- Possession of a valid Trinidad and Tobago Driver's permit.