

## **JOB DESCRIPTION**

### **CONTRACTUAL POSITION**

**JOB TITLE: TRAFFIC WARDEN II**

**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.

<b>REPORTS TO:</b>	Traffic Warden III, Traffic Warden Supervisor, Assistant Chief Traffic Warden, Deputy and Chief Traffic Warden
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<b>SUPERVISION GIVEN TO:</b>	Traffic Warden I
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**DUTIES AND RESPONSIBILITIES:**

- Supervises Traffic Warden I.
- Provides advice and guidance to Traffic Wardens in the execution of their duties.
- Promotes and ensures 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.
- 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.
- Patrols designated areas and ensure that motorists adhere to parking regulations.
- Issues 'Fixed Penalty Tickets' as necessary, issues verbal warnings and educates the public as appropriate.
- Conducts and regulates traffic as required to ease traffic congestion.
- Attends court and gives evidence related to his/her functions.
- Advises and assists Traffic Wardens in the preparation of case files.
- Enforces the law in relation to new traffic plans.
- Continuously monitors traffic conditions and makes recommendations as necessary.
- Provides advice, assistance and directions to members of the public including advising motorists of available parking facilities etc.
- Assists with the preparation of various reports on the general performance of the unit and its personnel for the information of the Traffic Warden Supervisor.
- Assists with the preparation and compilation of qualitative and quantitative data with respect to traffic offenses etc. in order to support the decision making process.
- Conducts investigations as directed.
- Transport personnel to and from work base and duty location.
- Performs any other related duties as directed by his/her superiors.

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>ROLE SPECIFIC TRAINING:</b>	<ul style="list-style-type: none"> <li>• Training as approved by the Trinidad and Tobago Police Service Academy to fulfill the scope of responsibility of Traffic Warden II.</li> </ul>
<b>KNOWLEDGE, SKILLS AND ABILITIES :</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively in a demanding environment.</li> <li>• Excellent written and oral communication skills.</li> <li>• Knowledge and appreciation of the Motor Vehicles and Road Traffic Act.</li> <li>• Ability to demonstrate an understanding and commitment to customer service delivery.</li> <li>• Ability to work as part of a team and to interact effectively with other groups/agencies.</li> <li>• Ability to work long and irregular hours as part of a team.</li> <li>• Confidence and ability to deal with others tactfully and with sensitivity.</li> <li>• Ability to work on his/her own initiative and unsupervised.</li> <li>• Ability to adopt a problem solving approach.</li> <li>• Ability to operate a motorized vehicle.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>• A minimum of five (5) CXC/GCE O'Level including English Language OR an equivalent combination of education and training as evidenced by at least three (3) years experience in a law enforcement supervisory or management position.</li> <li>• Possession of a valid Trinidad and Tobago driver's permit.</li> </ul>	