

**Town of Natick
Job Description**

Position Title:	Traffic Constable	PT Grade Level:	Premium
Department:	Police Department	Reports to:	Chief of Police

Statement of Duties: The primary duties are to provide traffic control at locations that cannot be covered by Sworn-Officers. The major responsibilities of this position require consistent attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The Traffic Constable must accept the responsibility to support and promote the mission of the Natick Police Department and comply with its directives.

Supervision Required: The employee performs work duties under the general and broad supervision of a designated officer of the department and individual supervisor of the shift.

Supervisory Responsibility: None

Accountability: Failure to perform duties can result in public safety issues as it relates to managing traffic flow.

Judgment: Choosing the appropriate practices, procedures, or regulations on traffic management to apply in each case.

Complexity: The management of traffic flow is itself complex. Conditions are dependent on structure of worksite as it relates to driver actions and reactions to detours, slowdowns or diversion. Must be able to consider all factors when directing the flow of traffic around a construction site while also managing the work crew attempting to complete a task.

Work Environment: Work is performed out-of-doors during all types of weather and there is a lot of standing. There are dangers in this work, such as: motor vehicles, construction equipment and pedestrian traffic and acts of irritate citizens. Safety precautions must be taken at all times.

Nature and Purpose of Contacts: N/A

Occupational Risks: Work in an active traffic work zone is inherently risky.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Direct the safe movement of vehicular and pedestrian traffic at construction sites or other events.
- Assist with large scale preplanned events, emergencies, or any police incident (provided that the incident has been brought under control and that no present danger exists), assigned by the Chief of Police or designee.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- High School Diploma.
- Current, valid operator's license.

Special Requirements:

- Must be at least 18 years old.
- Must be physically and mentally capable of performing the duties of the position.
- Must pass a detailed background check.
- Must not have extensive or serious criminal convictions.

Knowledge, Abilities and Skill

Knowledge:

- Must understand traffic management philosophy, including traffic flow and workplace safety.

Abilities:

- Able to read, write, speak and understand the English language.
- Ability to meet any other lawful requirements set forth by the Town of Natick.

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- Sound judgement.
- Be attentive to and aware of surroundings at all times.
- Ability to follow directions.
- Ability to demonstrate command presence and make decisions under pressure.
- Ability to work independently.

Skill:

- Must possess computer skills at the level required by their duties.
- Problem Solving.
- Communications.
- Decision Making.
- Judgement.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- Work is primarily performed outdoors. Must be able to stand on feet for extended periods of time.

Motor Skills:

- Must be able to utilize hand signals to communicate with the motoring public and pedestrians

Visual Skills:

- Must have good vision for observation of unsafe movements or unsafe conditions.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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