

**CLASS TITLE:** Traffic Control Aide

**CHARACTERISTICS OF THE CLASS:** Under general supervision, controls the flow of pedestrian and vehicular traffic at assigned intersections; and performs related duties as required.

**ESSENTIAL DUTIES:** Conducts the flow of pedestrian and vehicular traffic at assigned intersections by directing people and vehicles across streets to ensure their safety; performs special traffic control assignments at parades and special events to assist in crowd control and ensure safe crossing of pedestrians and smooth vehicle flow by directing pedestrian and vehicular traffic; issues parking citations to cite parking violators by attaching a parking citation to vehicle window or personally serving the violator; prepares reports to document unusual incidents occurring during an assigned shift by drafting or typing a document; drives a motor vehicle to patrol assigned area by utilizing an automobile or a motor driven cycle; assist disabled persons in crossing streets safely by directing pedestrian and vehicular traffic.

**RELATED DUTIES:** Answers inquiries and gives directions to the public by utilizing knowledge of the city and using street guides to render a public service.

**MINIMUM QUALIFICATIONS:**

Training and Experience. High school graduation or GED certification and willingness and ability to perform the duties listed above. Must have reached 20th birthday and complete job training program. A valid State of Illinois driver's license is required.

Knowledge, Abilities and Skill. Good knowledge of the City's geography. Some knowledge of traffic laws.

Ability to withstand extreme weather conditions. Ability to stand for long periods of time. Ability to remain calm under extreme pressures and circumstances.

Working skill in directing pedestrians and vehicular traffic.

Physical Requirements. Must be able to continuously lift and carry up to 10 lbs. Must be able to continuously stand and walk and frequently bend. Requires continuous physical movement and physical dexterity in the use of fingers, limbs and body.

Working Conditions. Unavailable exposure to unfavorable atmospheric conditions or extreme temperature; unavoidable exposure to noisy, dusty, oily or wet environment; constant requirement of unavoidable exposure to unfavorable atmospheric conditions or extreme temperatures; and working in cramped, very noisy, very dirty or unpleasant surroundings.

**CLASS TITLE: Traffic Control Aide Cont'd**

Equipment. Telephone, two-way radio, flashlight, whistle, motorcycle, and/or automobile.

**NOTE:** While list of essential functions is intended to be as inclusive as possible, there may be other functions which are essential to particular functions within the class.

**September, 1992**