



PERSONNEL DEPARTMENT
400 SLOCUM ROAD
DARTMOUTH, MA 02747

PERSONNEL ADMINISTRATOR
MELISSA MEDEIROS
TEL: 508-910-1854 * FAX: 508-910-1885
MMEDEIROS@TOWN.DARTMOUTH.MA.US

JOB POSTING

TITLE: Traffic Supervisor
UNION: DTEA
LOCATION: Police Department
DATE AVAILABLE: ASAP
SALARY: \$13.96 - \$17.52 per hour

RESPONSIBILITIES:

Responsibilities include public safety work in controlling and safeguarding the movement of school children to and from school buildings. Please see attached job description for complete details.

QUALIFICATIONS:

High school education; or any equivalent combination of education and experience.

APPLICATION DEADLINE: Open until filled

Applicants may submit a cover letter and resume to:

Personnel Department
Town of Dartmouth
400 Slocum Road
Dartmouth, MA 02747

Or email to:

mmedeiros@town.dartmouth.ma.us

Town of Dartmouth is an Equal Opportunity Employer

TRAFFIC SUPERVISOR

Definition:

Public safety work in controlling and safeguarding the movement of school children to and from school buildings; all other related work as required.

Supervision:

Works under the general supervision of the Traffic/Safety Officer.

Performs responsible work requiring the frequent application of basic judgment required to problems and situations not falling clearly or concisely within the limits of established standards or precedents.

Job Environment:

Work is performed outdoors with constant exposure to varying conditions of weather and possible risk to personal safety.

Makes constant contacts with the general public including school children, parents, bus drivers and operators of motor vehicles.

Errors could cause confusion and jeopardize public and personal safety.

Essential Functions:

Controls the movement of school children on foot, bicycles, mopeds, and in public or private motor vehicles when approaching and leaving school buildings.

Controls all traffic movement at designated posts prior to and following school sessions.

May supervise volunteers or school-appointed faculty members or students assigned to traffic posts.

Performs duties of Matron when required including assisting police officers in the apprehension, detention, transportation and incarceration of females.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

High school education; or any equivalent combination of education and experience.

Knowledge, Ability, and Skill:

Ability to communicate effectively with school children and their parents.

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Physical Requirements:

Performance of work involves standing and walking for extended periods of time.