



Code: 9104
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: General Duty

CLASS TITLE: TRAFFIC CONTROL AIDE - HOURLY

CHARACTERISTICS OF THE CLASS

Under general supervision, controls the flow of pedestrian and vehicular traffic at assigned intersections and traffic areas leading into and out of special events, and performs related duties as required

These are part-time positions.

ESSENTIAL DUTIES

- Directs and controls the flow of traffic to ensure the safety of pedestrians crossing at intersections
- Performs special traffic control assignments at parades and special events to assist in crowd control and to ensure the safe crossing of pedestrians and efficient vehicle flow
- Issues traffic citations for violations of the City's traffic laws
- Prepares reports to document accidents or atypical incidents occurring during assigned shift
- Assists disabled and elderly pedestrians across intersections as required
- Answers inquiries and gives geographic directions to the public
- Sets up and retrieves traffic cones and barricades for traffic and crowd control

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Willingness and ability to perform the duties of the job

Licensure, Certification, or Other Qualifications

- Successful completion of a job training program is required after hire
- Must be at least 19 years of age at the closing date of the application

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise

EQUIPMENT

- Personal protective equipment (e.g., vest, baton, flashlight)
- Safety devices or equipment (e.g., cones, barricades)
- Two way radio

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- geographical locations in the City
- City traffic operations and street systems
- ground traffic control management

Some knowledge of:

- safety and security principles and practices

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other Work Requirements

- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2011