



**DEMERARA HARBOUR BRIDGE CORPORATION
NON-MANAGEMENT JOB DESCRIPTION**

JOB TITLE:	TRAFFIC WARDEN	LOCATION:	HEAD OFFICE
REPORTS TO:	SHIFT SUPERVISOR	GRADE:	
DEPARTMENT:	-	SECTION:	TRAFFIC

SUMMARY STATEMENT

Responsible for assisting with traffic management activities and the sanitation of the East tarmac and surrounding environs.

**D U T I E S
R E Q U I R E D
T O
F U L F I L L
J O B
R E S P O N S I B I L I T I E S**

DESCRIPTION OF DUTIES:

ENSURES vehicles are parked in an orderly manner on the East tarmac during retraction, double lane exercise and special crossing to facilitate an uninterrupted flow of traffic at the end of the exercises.

ASSISTS the Special Constables with directing trucks to transit the East scale and bridge.

DIRECTS traffic to another lane when necessary due to breakdowns or any other factor that may hinder the flow of traffic.

ASSISTS with the cleaning and maintaining the work site and surrounding work areas.

ARRANGES and ensures all barriers are in place and reports all damages to barriers to the Supervisor.

REPORTS all problems encountered to the **Supervisor**.

ENSURES compliance with all health, safety, and environmental policies.

The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

QUALIFICATIONS PROFILE

JOB TITLE: Traffic Warden		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Sound Secondary education up to Form 5. Ability to follow and read simple instructions, names, and labels.
2	EXPERIENCE/JO B KNOWLEDGE	Unskilled support work performing routine work requiring little or no previous experience, but perhaps drawing on skills acquired in an informal manner until becoming familiar with work requirements.
3	TECHNICAL/ PROFESSIONAL	The employee works in strict adherence to procedure and instructions. Deviations must be authorised by the Traffic Coordinator or Shift Supervisor .
4	PROBLEM SOLVING /DECISION MAKING	Normal range of activities to the Traffic Department, with specific reference to DHBC and the public. Tasks and problems are homogenous and relate to a limited variety of skills.
5	INTERPERSONAL	The interpersonal contacts are with employees within the Department and employees in different Departments/Sections, where information is requested or provided or where routine queries are dealt with.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for assembling and coordinating vehicles parking on the East end of the Bridge at specified times, ensuring the barriers are properly arranged and that the sanitary condition of the tarmac and surroundings are maintained.
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Work requires knowledge of processes, techniques and practices involved in the particular activity to execute assigned tasks using agreed methodologies, procedures and analytical techniques.
8	TEAMWORK	Completed work is usually evaluated for technical soundness, applicability, and compliance with quality requirements.
9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	Work is done outdoors in all weather conditions. Crossing traffic lanes safely requires good mobility, vision, and hearing to be alert to traffic conditions. Moderate risks which require special safety precautions.