



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

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

**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

<b>JOB TITLE: Traffic Warden</b>		
<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>
<b>1</b>	<b>EDUCATION</b>	Sound Secondary education up to Form 5. Ability to follow and read simple instructions, names, and labels.
<b>2</b>	<b>EXPERIENCE/JO B KNOWLEDGE</b>	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.
<b>3</b>	<b>TECHNICAL/ PROFESSIONAL</b>	The employee works in strict adherence to procedure and instructions. Deviations must be authorised by the <b>Traffic Coordinator</b> or <b>Shift Supervisor</b> .
<b>4</b>	<b>PROBLEM SOLVING /DECISION MAKING</b>	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.
<b>5</b>	<b>INTERPERSONAL</b>	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.
<b>6</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	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.
<b>7</b>	<b>PROCEDURES/ REGULATIONS/ COMPLIANCE</b>	Work requires knowledge of processes, techniques and practices involved in the particular activity to execute assigned tasks using agreed methodologies, procedures and analytical techniques.
<b>8</b>	<b>TEAMWORK</b>	Completed work is usually evaluated for technical soundness, applicability, and compliance with quality requirements.
<b>9</b>	<b>WORKING ENVIRONMENT/ SAFETY OF OTHERS</b>	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.