

CITY OF SANTA CLARA, CALIFORNIA
TRAFFIC CONTROL
SPECIAL EVENTS
(As Needed)
(848)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Minimum age 18 at time of application; and
- One (1) year of full-time paid or volunteer work experience involving considerable contact with the general public

Desirable Qualifications:

- Paid or volunteer work experience within a law enforcement agency, the U.S. Armed Forces, or a related agency

LICENSES AND/OR CERTIFICATES

- Possession of a valid Class C California driver's license is required at time of appointment.

DISTINGUISHING CHARACTERISTICS

Under direction, the Traffic Control Special Events position directs motorists and controls traffic conditions at special events held in the City of Santa Clara.

TYPICAL DUTIES

Duties include but are not limited to the following:

- Direct traffic;
- Observe, monitor, and control routine and unusual traffic conditions; assist and advise motorists;
- Establish and preserve good relationships with the general public and answer questions;
- Attend meetings and trainings;
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic principles of traffic control
- Principles and practices of customer service

Ability to:

- Understand and execute oral and written instructions
- Relate to supervisors, maintain objectivity, take criticism, and control temper
- Be courteous, but firm, in maintaining effective communications with the general public in normal and stressful situations
- Deal effectively with irate or uncooperative individuals

TRAFFIC CONTROL SPECIAL EVENTS (AS NEEDED) (continued)

- Communicate in a clear, concise, and effective manner, both orally and in writing
- Read and understand laws, ordinances, departmental policies, rules, and instructions
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public and co-workers
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties
- Perform work in various environments, including outdoors in inclement weather

SUPERVISION RECEIVED

Works under the general supervision of a Santa Clara Police Officer or other classification as assigned.

OTHER REQUIREMENTS

- Will be required to work special events
- Will be required to work odd and unusual hours, including evenings, weekends, and holidays
- Will be required to purchase Department Uniforms (reimbursement will occur after working ten regular events)
- Will be required to purchase a flashlight and whistle
- Will be required to pass a City background investigation, which will include fingerprinting
- Must be able to perform all of the essential functions of the job assignment