



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Traffic Control Guards – Multiple Positions (Police Department)

QUALIFICATIONS: Candidates for this position are non-sworn ancillary personnel who assist in performing the duties of traffic detail officer on roadway construction sites within the Town of Tewksbury. Employee's primary role is to augment the workforce of trained sworn law enforcement personnel available to assist the safe flow of vehicular and pedestrian traffic at roadway construction sites.

Specific job qualifications and duties are listed in the job description attached.

HOURS/SHIFTS: Will vary week to week based on the need of vendors requesting traffic details.

PAY RATE: Per Diem \$55/hour

BENEFITS: No benefits are provided for the Part-time positions.

POSTING DATES: From: November 4, 2022
To: Until filled

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov. Cover letter, resume and completed applications can be mailed to Lt. James Williams 918Main Street Tewksbury, MA 01876, faxed to 978-640-4302 or emailed to jwilliams@tewksbury-ma.gov.

The Town of Tewksbury is an affirmative action equal opportunity employer.

POSITION AVAILABLE: Traffic Control Guard (TCG)

STATEMENT OF DUTIES: The purpose of this position is to provide guidelines for the appointment and assignment of Traffic Control, non-sworn ancillary personnel to assist in performing the duties of traffic detail officer on roadway construction sites within the Town of Tewksbury. Employee's primary role is to augment the workforce of trained sworn law enforcement personnel available to assist the safe flow of vehicular and pedestrian traffic at roadway construction sites.

QUALIFICATIONS: Perform a variety of functions relating to the managing, control and directing traffic at work sites throughout the Town of Tewksbury. Applicants will be required to stand in place for long periods of time up to and in excess of 8 hours at a time. TCGs will be expected to help control traffic and maintain the safety of those in area including but not limited to pedestrians, vehicle occupants and site workers. The TCGs must create a safe work zone that ensures that traffic stays out of the way of the workers. This involves setting up cones and safety barriers that show traffic where to drive, as well as holding up signs that tells traffic to either stop or to proceed slowly. TCGs must be constantly aware of both the construction and traffic activity taking place around them.

DUTIES & RESPONSIBILITIES:

- Provide attentive and professional traffic direction and control, protect construction workers from vehicular traffic, protect persons and property, and ensure the orderly flow of traffic around work sites.
- Using hand signals and direction signs to direct flow of traffic around road construction sites.
- Communicating with other TCG units to direct two-way traffic onto a single lane.
- Informing the construction crew of any traffic issues that may affect their safety.
- Appropriately positioning warning and detour signs around construction sites.
- Setting up barricades and traffic cones along construction sites to cordon off certain areas.
- Notifying the Road Supervisor of any dangerous or hazardous situations involving traffic flow and public safety at the scene of a traffic detail.
- Removing all signs, barricades, and traffic cones upon completion of construction work.
- Assisting the construction crew in the removal of rubble, debris, and hazardous materials.
- Recording the license plate numbers of motorists who neglect to obey traffic signs and directions.

REQUIREMENTS:

- High school diploma or GED.
- Must have reliable transportation and a valid driver's license.
- Certification through the American Traffic Safety Services Association (ATSSA) Looks correct
- The ability to stand for extended periods.
- The ability to work as part of a team.
- The ability to work in harsh weather conditions.
- Excellent organizational and problem-solving skills.
- Exceptional observation skills.
- Effective communication skills.
- The ability to visually read documents for general understanding and for analytical purposes as well as to observe traffic conditions and vehicles.