



City of Kansas City, Missouri Job Class Specification

Job Title:	TRAFFIC CONTROL OFFICER	Department:	MULTI
Job Code:	3303	Status:	NONEXEMPT
		Grade:	NE-3

Summary

This is general parking and traffic control work assisting in the enforcement of parking and traffic ordinances and assisting in the proper flow of traffic of commercial and passenger traffic at the KCI airport.

Work includes patrolling by foot and vehicle terminal curbs and parking lots at the KCI airport, inspecting commercial and delivery vehicles. Patrols taxicab and livery vehicle hold areas to ensure compliance with taxi cab ordinances. Writes parking traffic tickets as needed to enforce ordinances and dispatches tow trucks to remove illegally parked vehicles.

OR

This is specialized public safety work enforcing compliance with parking regulations through the issuance of citations or other enforcement strategies for violations of the municipal code and rules and regulations governing parking.

Duties and Responsibilities

- Patrols (by foot and in vehicle) assigned areas within the KCI airport to enforce parking and traffic ordinances.
- Issues parking citations and assumes responsibility for vehicle towing to enforce parking ordinances.
- Expedites the safe movement of vehicular and pedestrian traffic when problems exist in KCI airport terminal areas and/or parking lots.
- Responds to complaints from citizens and taxicab operators.
- Provides direction and general airport information to members of the general public.
- Testifies in court concerning contested parking citations.
- Issues citations or other enforcement strategies for parking violations.
- Explains codes and regulations regarding parking violations to the public. Provides information regarding state and city parking rules and regulations.
- Investigates parking violations of non-posted parking regulations such as those pertaining to meter and other paid parking violations, driveways, fire hydrants, crosswalks, and to zones of restricted parking areas such as those marked for handicapped use.
- Responds to private party complaints of illegally parked vehicles.

- Assists in identifying specific needs regarding parking regulations, condition, placement, and clarity.
- Operates a two-way radio to report enforcement information, request assistance, or to receive dispatching orders.
- Maintains daily activity reports, including inspections performed and field work records; maintains appropriate reference files.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

Federal, state and local laws and Federal Aviation Regulations.

Municipal ordinances pertaining to parking violations

Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.

Airport operating standards.

Criminal law and criminal procedures.

Weapons, categorization and theory.

Emergency medical techniques and procedures.

Self defense tactics.

Interviewing and interrogation techniques.

Mediation and crisis intervention skills.

Emergency and defensive driving techniques.

Public relations techniques.

Report writing techniques and procedures.

Education and Experience

High school graduation.

Certificates/ Licenses/Special Requirements

- Must pass a background check as prescribed by the City.
- Must pass a physical examination as prescribed by the City.
- Will be required to pass a pre-employment drug screen
- Must pass a physical and psychological examination as prescribed by the City and must be eligible to obtain a special police commission as issued by the Kansas City, Missouri Police Department, Board of Police Commissioners.
- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.

Supervisory Responsibility

None

Supervision Received

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

11/95

Revised

6/06, 9/06, 04/07,8/22, 5/23