



**VILLAGE OF HOFFMAN ESTATES**  
**JOB DESCRIPTION**  
**TRAFFIC SECTION SERGEANT**

*EFFECTIVE DATE:* May 1, 2008

<b>DEPARTMENT:</b> Police	<b>WORK LOCATION:</b> Police Station		<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS CODE:</b> 4300 OR 4350	<b>RANGE:</b> 22P	<b>PENSION:</b> Police	<b>UNION:</b> MAP 97
<b>REPORTS TO:</b> Special Services Division Commander	<b>LEVEL OF SUPERVISION RECEIVED:</b> Direct supervision by the Special Services Division Commander. Regularly assigns work and/or provides guidance.		<b>LICENSE/CERTIFICATES:</b> Certificate from Northwestern Police Staff and Command Illinois Class D Driver's License Accident Investigation I & II

**SUMMARY:**

Oversees the operations of the Traffic Section to include supervising, scheduling, evaluating, and assigning tasks to subordinates, prepares and maintains budget; establishes goals and objectives, coordinates hire backs for 4<sup>th</sup> of July Festival and other Village affected road races, reviews progress on original or follow-up traffic crash investigations, conducts traffic and staff studies as directed, commands and directs operations in fatal and serious crash investigations, maintains liaison with Village's Transportation and Engineering personnel and all law enforcement agencies in order to establish information exchanges, cooperative efforts, and coordinated activities. Responsible for reviewing and approving Chauffeurs License applications, crossing guard operations, any school zone traffic related issues, conduct follow up with stop arm complaints, initiating extra patrols and the necessary reports. Responsible for completing monthly reports, addressing citizens' traffic related complaints and administers the Village's tow contract process.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Commands and directs operations in fatal and serious crash investigations and directs activities towards solving crashes, arresting known offenders, collecting evidence, and preparing cases for trial.	Monthly Less than 10%
2.	Plans, organizes and directs Traffic Section operations to ensure maximum efficiency and effectiveness in the delivery of traffic services. Report and activity sheet approval, ticket and Traffic Stop Data Sheet review. Follow up with misc. traffic related issues received via email or phone.	Daily 80%
3.	Reviews progress on original or follow-up investigations.	Monthly Less than 10%
4.	Conducts traffic and staff studies, including TARGET's, extra patrols, follow up emails, phone calls and letters relating to traffic related issues.	Monthly 25%
5.	Maintains liaison with Village's Transportation and Engineering personnel and all law enforcement agencies in order to establish information exchanges, cooperative efforts, and coordinate activities relating to local and national campaigns, which include roadway safety improvement, school zones, crash data analysis, 'Click It or Ticket', 'CPS' week and impaired driving awareness.	Monthly 10%
6.	Supervise all school crossing guards and completed necessary paperwork for requested days off. Investigate any issues relating to crossing guards or vehicles that disobey them. Provide annual training and ensure that crossing guards are punctual and proficient in their duties.	Weekly 20%
7.	Reviews all case reports submitted by Traffic Officers and Traffic Service Officer.	Daily 10%
8.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily
9.	Responsible for the administration of the Chauffeurs License program. Schedule appointments for applicants and then review the necessary paperwork. Approve or deny application based on background check. Complete chauffeurs license when applicable.	Monthly 25%
10.	Coordinate portable truck scale dates with the Illinois State Police. Process received overweight/over length truck permits and log into database.	Monthly 25%

JOB NO.	OTHER RELATED DUTIES
1.	Responsible for being on-call to investigate fatal or serious crashes which may occur outside the timeframe of the Traffic Section schedule.
2.	Plans and organizes police operations regarding the Fourth of July Parade and Festival including scheduling, budget, supervising, and parking issues. Plan and organize traffic operations for other events that affect Village roadways, which include 5K runs and half marathons.
3	Provides presentations and lectures regarding traffic safety issues to Village employees, civic groups, school districts, hospitals and private organizations, and Citizen Police Academy.
4.	Serves as a member of various committees.
5.	Follows Village-wide and departmental safety rules and practices.
6.	Performs other duties as required or assigned.
<p><b>SUPERVISORY RESPONSIBILITIES: (<i>Select one – required</i>)</b></p> <p><input type="checkbox"/> None required</p> <p><input checked="" type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (<b><i>List specific responsibilities below</i></b>)</p> <p>Manage Traffic Officers and Traffic Service Officer in an effort to attain the goals and objectives of the Traffic Section and the Department.</p> <p>Manage school crossing guards work schedule and provide training when necessary.</p> <p>Coordinate and manage manpower and traffic related issued pertaining to the Village's 4<sup>th</sup> of July Festival, as well as any other miscellaneous events (5K races, half-marathon, etc.).</p> <p>Review and approval all submitted reports from reporting personnel.</p> <p>Responsible for coordinating Village's tow bid process through notifications, background checks and recommendations. Also must conduct regular checks on tow company invoices to insure compliance with Village's tow contract.</p>	

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)
- Degree or coursework should be in...

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

- Fluency in foreign language skills is:
- A Plus
  - Preferred
  - Required
- Ability to speak and/or read, write and comprehend.

**Required Language:**

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Must be able to communicate effectively to subordinates ensuring everything communicated is clear and understandable.
- Must be able to effectively prepare reports, documents, evaluations, goals and objectives, and correspondence by the use of a computer.
- Must effectively supervise, schedule, evaluate, prepare and maintain a budget for the Traffic Section.
- Must be able to assign reports, review and approve reports relating to the Traffic Section.
- Must be on call and available to respond to the Police Department to supervise the investigation of a fatal or serious crash.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<b><u>Physical Activity</u></b>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u>  X  </u>	_____	_____
Walks	_____	_____	<u>  X  </u>	_____
Sits	_____	_____	_____	<u>  X  </u>
Uses fingers in a repetitive motion	_____	_____	<u>  X  </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u>  X  </u>	_____
Reaches with hands and arms above shoulder	_____	<u>  X  </u>	_____	_____
Climbs or balances	_____	<u>  X  </u>	_____	_____
Twists or turns	_____	<u>  X  </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>  X  </u>	_____	_____
Pulls, pushes, or carries	_____	<u>  X  </u>	_____	_____
Talks or hears	_____	_____	_____	<u>  X  </u>
Tastes or smells	_____	<u>  X  </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u>  X  </u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>  X  </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u>  X  </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>  X  </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>  X  </u>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

Absence of color blindness

Corrected vision of...

*Enter specific vision requirement here*

Uncorrected vision of...

*Enter specific vision requirement here*

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

**(mark all 15 conditions)**

----- Amount of Time -----

**Environmental Conditions**

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

\_\_\_\_\_   
 Department Director

Reviewed Approval:

\_\_\_\_\_   
 Human Resources Management Director

Approved:

\_\_\_\_\_   
 Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_