

TRAFFIC ENFORCEMENT AGENT

General Statement of Duties and Responsibilities

This class of positions encompasses work of varying degrees of difficulty in traffic enforcement. There are four assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

Assignment Level I

Under supervision, patrols an assigned area to enforce laws, rules and regulations relating to the movement, parking, stopping and standing of vehicles.

Examples of Typical Tasks

Prepares and issues paper and electronic summonses for violations. Prepares and issues summonses to pedestrians, when required. Testifies at administrative hearings and in court.

Reports inoperative or missing parking meters and traffic conditions requiring attention.

Prepares reports.

Operates portable and vehicle radios and other electronic equipment.

Operates a motor vehicle.

Receives training in directing traffic.

TRAFFIC ENFORCEMENT AGENT (continued)

Assignment Level II

Under general supervision, in addition to performing the duties described under Assignment Level I above, performs traffic direction tasks such as the following:

Examples of Typical Tasks

Directs and controls traffic at assigned locations.

Maintains the efficient and safe flow of vehicles and pedestrians.

Assignment Level III

Under general supervision, removes or immobilizes illegally parked vehicles; performs tasks such as the following:

Examples of Typical Tasks

Operates a tow truck; removes illegally parked vehicles which are impeding traffic flow.

Affixes restraining or immobilizing devices to prevent operation of scofflaw-owned vehicles; removes such devices.

TRAFFIC ENFORCEMENT AGENT (continued)

Assignment Level IV

Under direction, monitors traffic flow and impediments; performs tasks such as the following:

Examples of Typical Tasks

Ensures that on-street construction, manhole activity or special events do not impact upon traffic and pedestrian flow, by issuing summonses, reporting illegally parked vehicles, notifying other enforcement agencies, closing down work sites, etc.

Monitors permittees of the Department of Transportation who provide emergency road service on limited access arterials and vehicles to insure compliance with local, state and federal weight and size regulations. Operates and maintains all related equipment and physically moves the scales as needed. May be required to travel outside New York City limits, and remain for whatever time required, to have equipment certified and/or repaired.

May be required to perform the duties of other assignment levels.

In the temporary absence of the supervisor, may assume the duties of that position.

