

**City of Lowell**  
**Job Description**  
**Please Post ~ January 29, 2014**  
**Deadline ~February 5, 2014**  
**Lowell Police Department**  
**Traffic Supervisor**

**Job Title:** Traffic Supervisor (1800-TS, 1975)  
**Department:** Police Department- Family Services Division  
**Reports To:** Officer in Charge, Chief of Police  
**Salary:** \$9.6213/hr

**ESSENTIAL DUTIES / RESPONSIBILITIES**

Controls and directs motor vehicle and pedestrian traffic in locations as assigned by the Traffic Bureau.

Uses arm and hand signals or manually operates traffic lights.

May make reports of accidents or unsafe traffic situations

Must have the ability to report to various assigned locations throughout the City.

Other duties may be assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

*Qualified applicants may forward resume and/or application to the Human Relations Office, Mary Callery, Human Relations Manager, Room 19 City Hall, Lowell, MA 01852; or Fax: (978) 446-7102; Deadline 4pm – February 5, 2014. Applicants can also email resume and/or resume to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)*

***EOE/AA/504 Employer***