

# SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



## TRAFFIC CONTROL SPECIALIST (3 Positions) POLICE DEPARTMENT Substitute

**Salary: \$15.37/Hour**  
**Posting Date: December 4, 2017**

**Schedule: Seasonal, variable**  
**Closing Date: Open Until Filled**

Under direct supervision, performs varied assignments in traffic control, ground transportation, and parking lot areas to assist in the safe and convenient arrival and departure of passengers and the public.

**MINIMUM QUALIFICATIONS:** H.S. Diploma or GED; valid state of Florida driver's license and a good driving record.

**PREFERRED QUALIFICATIONS:** Two years experience in traffic enforcement or related experience; law enforcement education or employment; military service; American Red Cross CPR and First Aid Certification; Traffic Control Specialist Certification, **preferred**.

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### **TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.**

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @[www.srq-airport.com](http://www.srq-airport.com); or, calling 941-359-2770 ext 4212 or ext 4231.  
  
Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024. Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY  
JOB CLASS SPECIFICATION**

Job Code: 5008  
Date Approved: 10/13  
Grade: 21

**JOB TITLE:** Traffic Control Specialist

**REPORTS TO:** Police Captain

**DEPARTMENT:** Police

**FLSA STATUS:** Non-Exempt

**JOB SUMMARY**

Under direct supervision, performs varied assignments in traffic control, ground transportation, and parking lot areas to assist in the safe and convenient arrival and departure of passengers and the public.

**JOB RESPONSIBILITIES**

**Essential Job Responsibilities:**

Enforces traffic related rules and regulations. Maintains traffic flow at curbside insuring passenger safety while crossing roadways to parking and rental car lots.

Monitors parking and ground transportation areas for compliance with vehicle operating procedures including proper lane usage and display of permit decals. Maintains awareness of advance notices of approved pickups by non-permit holders, and assures prompt and courteous ground transportation services.

Performs vehicle inspections as may be required by Transportation Security Administration (TSA) directives.

Notifies AIRCOM to page drivers of vehicles violating rules and regulations.

Issues parking and warning tickets and writes incident reports.

Performs foot and vehicular patrols of terminal buildings, parking lots, toll booth area, perimeter road, and grounds for prevention of trespass, theft, and other situations that may require attention.

Observes traffic flow to determine most effective procedures and makes recommendations for improved services to Police Lieutenants.

Provides information and assistance to tenants and the general public.

Administers first aid and CPR in accordance with prescribed practices approved by the American Red Cross.

**Other Job Responsibilities:**

May provide traffic control assistance to Law Enforcement Officers and/or communication assistance in emergency and non-routine situations.

Retrieves lost luggage and processes in accordance with regulations to include screening those without ID.

Provides testimony in a court of law when necessary.

Assists in the general maintenance (non-repair) and cleaning of security vehicles, radar vehicle, and command post.

May assist with Lost & Found items and/or evidence by contacting individuals and tracking disposition of items.

May assist with reconciling, filing and distributing police reports, crash reports, officer's activity logs, tickets/warnings, discrepancy reports, daily baggage reports and vehicle reports.

May assist with daily computation of statistics for the following reports: SMAA Board Report, FDLE Crime Report, FBI UCR Report, Juvenile Crime Report, Seatbelt Report and Hate Crime Report.

May assist with daily mail collection and miscellaneous document distribution to and from all departments within the Airport.

Performs other related work as required.

**MATERIALS AND EQUIPMENT USED**

Radios, Training Materials, Communications Equipment, Office Equipment, Golf Carts, Vehicles, Emergency Medical Equipment.

**QUALIFICATIONS REQUIRED**

**Where "preferred" is indicated, the qualification is not essential.**

**Education and Experience:**

High School Diploma or GED.

Two years experience in traffic enforcement or related experience, **preferred**.

Law enforcement education or employment, **preferred**.

Military service, **preferred**.

**Licenses and Certifications:**

Valid State of Florida Driver's License and good driving record.

American Red Cross CPR and First Aid Certification, **preferred**.

Traffic Control Specialist Certification, **preferred**.

**Knowledge, Skills, and Abilities:**

Knowledge of traffic control practices and procedures, **preferred.**

Knowledge of customer service, **preferred.**

Knowledge of ticket writing and accompanying form completion, **preferred.**

Knowledge of airport security practices and procedures, **preferred.**

Ability to apply department policies and procedures to a variety of circumstances, problems, and conditions.

Ability to enforce established traffic rules and regulations with firmness, tact, and impartiality.

Ability to react quickly, appropriately, and calmly in emergency and non-routine situations.

Ability to remain courteous and in control while serving and protecting the public.

Ability to communicate clearly and effectively, both oral and written.

Ability to understand and follow oral instructions.

Ability to accurately prepare a variety of reports and logs.

Ability to develop and maintain effective working relationships with superiors, fellow employees, tenants, and the general public.

Ability to use reference materials.

**Work Environment:**

Individual works a varied schedule.

Individual must be able to work evenings, nights, or days.

Individual must be willing to fill in occasionally on short notice.

This is a hands on position.

Must be willing to work in an outdoor environment.

**Physical Requirements:**

A Traffic Control Specialist is subject to special risks which may require several intervention approaches when dealing with traffic and crowd problems. The individual must be sufficiently fit to safely perform in a variety of situations.

**Mental Requirements:**

A Traffic Control Specialist must be capable of reacting quickly, appropriately and calmly in non-routine and emergency situations; must be able to work independently with minimal direct supervision; and must remain courteous and in control while serving and protecting the public.

**Environmental Requirements:**

The Traffic Control Specialist principally works out of doors in the day, evening, and night in all types of weather conditions. The Traffic Control Specialist may be exposed to hazardous environmental conditions, including, but not limited to, extreme heat and gas emissions.

**Summary Clause:**

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed, and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Traffic Control Specialist if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Traffic Control Specialist and is subject to change at the discretion of the Airport Authority. **ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.** 5008one



**Physical/Mental Requirements**

**Job Title: Traffic Control Specialist (Substitute)**

**Job Code: 5008**

**Date: 10/13**

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing	X			
Sitting			X	
Walking	X			
Lifting			X	
1-10 lbs.			X	
11-20 lbs.			X	
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying			X	
Reaching		X		
Climbing			X	
Driving		X		
Written Communication				X
Oral Communication	X			
Reading			X	
Hand Dexterity	X			
Reasoning		X		
Decision Making				X
Analyzing		X		
Sensory	X			
Sight	X			

*The mental and physical aspects shown with an "X" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.*



**SARASOTA MANATEE AIRPORT AUTHORITY**

<b>SUMMARY OF BENEFITS</b> Substitute Employees	
<b>Special Discount Programs (Varies)</b>	Immediate
Voluntary/Optional Benefits:	Waiting Period
<b>Credit Union</b>	Immediate
<b>Employee Assistance Program</b>	Immediate
<b>Travel Insurance</b>	Immediate