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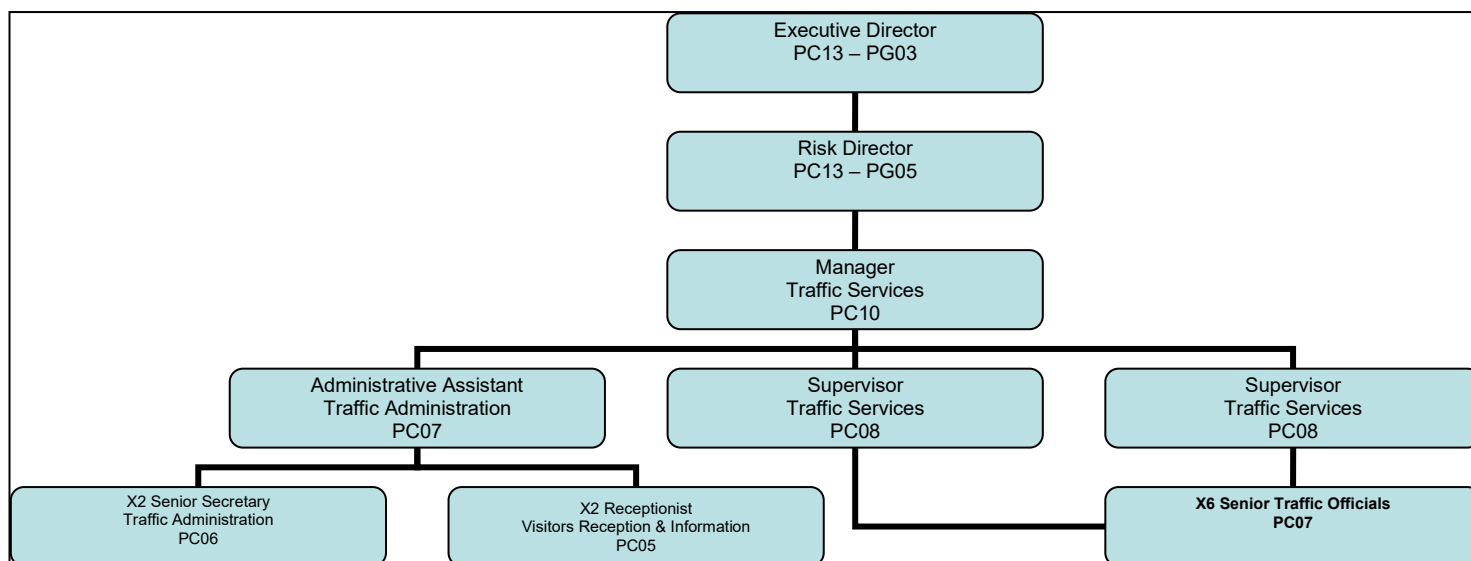
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Traffic Official		
Job title (HR Practitioner to provide)			
Position grade (if known)	07	Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Properties and Services		
Division / section	Traffic Services		
Date of compilation	26 June 2017		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to promote traffic safety through traffic law enforcement on UCT campuses.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Traffic and pedestrian control	20%	• Ensure Traffic Law Enforcement on all UCT campuses • Professional conduct and time saving as per UCT work standards and policies • Doing traffic point duties and pedestrian points • Attend to accident scenes, record information and regulate traffic • Educating motorist of traffic violations, regulate traffic and diverting vehicles during road closure and accidents • Patrolling on foot • Ensure that UCT staff and visitors and other bodies comply with UCT traffic rules and policies • Maintain a close working relationship with other law enforcement agencies to ensure safety of UCT community	• Free flow of traffic at accident scenes, busy intersections and pedestrian crossings • Understanding UCT's traffic rules • Visible traffic policing • Safety regulations adhered to and maintained • Safety of staff, students and visitors on campuses

2	Issuing of fines/clamping of vehicles	45%	• Execute traffic fines and keep a high visibility • Ensure compliance of student, staff towards UCT traffic regulations • Issue fines to non-complying motorist regarding UCT's parking policies • Ensuring traffic rules on campus is obeyed by issuing traffic fines • Clamping of motor vehicles parked illegally due to outstanding fines and fraudulent parking disc • Ensure motorist become aware of UCT traffic regulations and rules	• UCT's parking and traffic rules is obeyed and render assistance when necessary • Compliance to UCT's traffic rules on Campus • Creating/generating revenue to the institution by clamping and issuing fines • To eliminate the use of fraudulent/copied disc on campus and to bring offenders to book
3	Road audits	5%	• Ensure all road infrastructure is well maintained • Road markings, road signage and road surfaces is well kept • Liaise with maintenance department by reporting all damaged roads, potholes, painted lines, burst pipes which could lead to flooding • Conducting road closure when necessary • Ensuring all parking bays are clearly marked, audit and suitable for all UCT motorists • Ensure that proper signage/temporary signage is highly visible to all road users on campus	• Safety of road users • Reporting road infrastructure • Demarcated parking bays and road markings clearly visible to ensure motorists are accommodated • That temporary signage is visible for special events like Two Oceans, film shoots, maintenance work, graduations and open days
4	Court, Mobile duties and crowd control	15%	• Assist presiding offices in court • Assist with mobile duties • Conducting mobile and foot patrols whilst physically conducting traffic duties on campus • Essential services when the institutions is close on days of protest, natural disasters (storms, mountain fires etc.) • Observing vehicles and property of motorist we liaise with VRIC and security to report any incidents informing owners of any case of emergencies. • Reporting and monitoring of any suspicious persons on all campuses	• Successfully prosecute traffic violations • Ensuring traffic offenders act in accordance with UCT Traffic rules and regulations • Ensure safe keeping of vehicles and contents parked on campus to prevent any criminal activity, loss or damage • To ensure flow of Traffic during incidences e.g. protest
5	Control room duties	10%	• Radio duties • Answering telephonic duties • Assisting members of the public with valuable information	• Traffic wardens to respond to all radio calls • Ensuring visitors are informed accordingly whilst visiting UCT

6	Admin and Adhoc duties	5%	• Logbook and record keeping • Assisting traffic admin with petty cash, stationery collections at various locations • Collections from VRIC • Collection and delivery of postal items • Work shifts, weekends, and irregular hours • Any adhoc duties as determined by management	• Recording all occurrences that happen on campuses in pocket book or file reports • Ensure the smooth day-to-day running of the Traffic Office • To assist with traffic duties during functions on campus
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MINIMUM REQUIREMENTS

Minimum qualifications	Matric (Gr 12), Traffic diploma			
Minimum experience (type and years)	Minimum experience of 5 years in Traffic related matters			
Skills	To be able to apply traffic rules and knowledge as prescribed in the UCT traffic rule book A friendly disposition coupled with sound interpersonal and good communication skills (verbal and written) Good verbal and written communication skills coupled with sound interpersonal skills Strong organization, planning and administrative skills			
Knowledge	Sound knowledge of National Road Traffic Act			
Professional registration or license requirements	A valid code B Driver's License			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Honesty and integrity Professionalism Team player			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Operational	1	Teamwork / collaboration	1
	Analytical thinking	1	Client / student service and support	1
	Adaptability / Flexibility	1	Continuous learning	1
	Building interpersonal relationships	1	Decision-making and judgement	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Attend to vehicles parking illegally, assist students, staff and visitors with any parking related issues
Amount and kind of supervision received	30% permission received in the field of duty
Amount and kind of supervision exercised	None
Decisions which can be made	Will be able to cordon off any of UCT's roads and divert traffic in the event of any situation that necessitates this action
Decisions which must be referred	When the closing of any road/s on UCT is to be closed for an indefinite time period