**Incorporated Village of Westhampton Beach Police Department 165 Mill Road**

Please check one:

Traffic Control Officer

Crossing Guard

**Westhampton Beach NY 11978 631-288-6620**

[Policedepartment@whbpd.org](mailto:Policedepartment@whbpd.org) Application for Seasonal Employment

|  |  |  |
| --- | --- | --- |
| Name (Last) (First) (M Initial) | | |
| AKA (maiden name, etc.): | | |
|  | | |
| Address (Number/Street | | |
| Town or Village State Zip County | | |
| Home Phone *It.* | Emergency Contact# | Name of Emergency Contact Person Relationship |
| Cell phone#: |
| Valid E-mail: Driver's License#: Exp. Date: State: | | |
| Education: HS Graduate □GED Some College: #\_of Credits  College Degree: □AS Das D Master's other: | | |
| 1.Current Employer: Years Employed | | |
| Address of Employer Work Phone# | | |
| 2. Previous Employer: Years Employed | | |
| Address of Employer Work Phone# | | |
| References: (Name, Address & Phone number) | | |
| 1. | | |
| 2. | | |
| 3. | | |
| Community Service (Name and Location of Volunteer Agency) Years | | |
|  | | |
| Are you fluent in a foreign language or sign language? □Yes □No If Yes, what language(s)? | | |
|  | | |
| Do you have any special skills or training? (e.g. CPR certified, EMT) □Yes □No If Yes, briefly describe skills or training: | | |

# TRAFFIC CONTROL OFFICER .(SEASONAL) 5046

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision of a police officer, the employee works a fixed post or patrols an assigned area to direct traffic and, as specifically empowered, enforces laws, rules, and regulations relating to the movement, parking, stopping, or standing of vehicles. The incumbent may issue parking tickets but is not empowered to make arrests, is not armed, but may wear a uniform. Employment in this title is limited to the summer season, from two weeks before Memorial Day to two weeks after Labor Day, and at periodic other times during the year when there is a demonstrated need to cope with the demands of heavy traffic. Does related work as required.

# TYPICAL WORK ACTIVITIES

Directs and controls vehicular-pedestrian traffic at intersections, accident sites, special events; Patrols an assigned area in order to enforce laws, rules, and regulations relating to parking meters,

parking, stopping and standing of vehicles;

Prepares and issues summonses for parking violations;

Observes and records potential or actual violations of local ordinances and reports same to police officers or fire inspectors for further investigation;

Reports inoperative or missing meters and traffic conditions requiring attention; Prepares required reports;

May testify in court relative to summonses issued;

May drive a motor vehicle and operate a two-way radio.

# FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the local ordinances and parking regulations; ability to deal with the public in a courteous and tactful manner; ability to deal with people under stress; ability to prepare written material such as records and reports; ability to understand written and verbal orders; ability to drive a motor vehicle; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS**

# OPEN COMPETITIVE

Completion of ten (10) school grades.

# NECESSARY SPECIAL REQUIREMENT

Depending on the nature of the assignment, at the time of appointment and during employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State.

# R0?/08/99 SUFFOLK COUNTY

Non-Competitive (Seasonal) Review 7/23/15

# SCHOOL CROSSING GUARD

DISTINGUISHING FEATURES OF THE CLASS

Under supervision, an employee in this class controls the traffic of an assigned area to ensure safe crossing for children and other pedestrians. Work is performed in accordance with state and local traffic rules and regulations. The incumbent is sometimes assigned to crossings near churches, playgrounds, or other areas which have a great deal of pedestrian traffic. Work is reviewed through observation by members of the police force, the general public and school personnel. Does related work as required.

# TYPICAL WORK ACTIVITIES

Regulates the directional flow of school children, pedestrian and vehicular traffic at an assigned intersection or school crosswalk;

Reports traffic incidents to police authorities for appropriate action;

Notes unusual or suspicious occurrences or actions of individuals and alerts police in cases of observed or suspected violations of laws and ordinances;

Observes variations in traffic flow and general traffic conditions at assigned posts; Reports the extent to which crossing points are used by children and other pedestrians; May place caution signs at specified locations.

# FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of state and local traffic rules and regulations; ability to act quickly in emergency situations; ability to deal with the children and public in a courteous and tactful manner; physical condition commensurate with the demands of the position.

# MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma.

# NECESSARY SPECIAL REQUIREMENTS

1. For positions in the Suffolk County Police Department, there will be a qualifying medical evaluation.
2. At the time of appointment, and during employment in this title, employees may, dependent upon the needs and size of the school district or municipal agency, be required to possess a valid license to operate a motor vehicle in New York State.

R08/02/23 SUFFOLK COUNTY

Non-Competitive